



Athabasca and District Minor Hockey Association (ADMHA)

APPROVED: Feb 10 2025

POLICY: Expense Claim and Reimbursement Policy

PURPOSE: The purpose of this policy is to establish guidelines and procedures for the submission, approval, and reimbursement of expenses incurred by volunteers on behalf of Athabasca and District Minor Hockey Association. This policy ensures consistency, accountability, and transparency in managing organizational expenses.

RESPONSIBLE: ADMHA EXECUTIVE

1. Scope

This policy applies to all volunteers, coordinators, executive, and any other individuals authorized to incur expenses on behalf of Athabasca and District Minor Hockey Association.

2. Eligible Expenses

Expenses eligible for reimbursement include:

- Cost of coaching courses and clinics for ADMHA coaches to meet Hockey Alberta certification requirements for tiered minor hockey, subject to successful completion of the course or clinic.
- Cost of referee courses and clinics for local officials to meet Hockey Alberta certification requirements for tiered minor hockey, provided that the official officiates at least 5 games during the current season.
- Travel (e.g., mileage, parking, public transportation) for volunteers working AGLC casinos assigned to ADMHA, coaches and referees attending required in-person courses and clinics held outside of Athabasca, and ADMHA executive or delegates for Hockey Alberta, league, or other meetings where in-person attendance is required. Receipts are required for parking and public transportation.
- Meals (within specified limits) for volunteers working AGLC casinos assigned to ADMHA and ADMHA executive or delegates for Hockey Alberta, league, or other meetings where in-person attendance is required. Receipts are required.

- Lodging/Accommodations for volunteers working AGLC casinos assigned to ADMHA, coaches and referees attending required multi-day in-person courses and clinics held outside of Athabasca, and ADMHA executive or delegates for Hockey Alberta, league, or other meetings where in-person attendance is required.
- Supplies and materials such as paper, printing, postage, envelopes, etc.
- Other expenses pre-approved by Athabasca and District Minor Hockey Association

Note: Expenses must be directly related to organizational activities and incurred while performing duties for the organization and must be reasonable in nature.

Under NO circumstances will costs for alcohol or cannabis be reimbursed by ADMHA.

3. Expense Limits and Guidelines

- **Coaching and referee courses/clinics:** Must be accompanied by receipts.
- **Travel:** Reimbursement for mileage will be based on the Government of Alberta rate in effect at the time the expense was incurred. Distance traveled will be calculated from the Athabasca Regional Multiplex to the destination and back. For coaching and referee clinics/courses, the maximum one-way distance eligible for reimbursement is 250 km, unless pre-approved by the President and Treasurer.
- **Meals:** Meal expenses are subject to daily limits, which are \$50 per day. Receipts must be provided.
- **Lodging/Accommodations:** Lodging/accommodation expenses are subject to daily limits, which are \$200 per night.
- **Supplies:** Expenses for supplies must be pre-approved and accompanied by receipts.
- **Other Expenses:** Must be pre-approved and justified with a detailed explanation and receipts.

4. Pre-Approval Requirement

Certain expenses must be pre-approved before they are incurred. This includes, but is not limited to, travel in certain cases as described above, lodging, and supplies. Requests for pre-approval should be submitted to ADMHA Treasurer, at least 10 days before the expense is incurred. Approval must be provided by both the President and Treasurer.

5. Submission of Expense Claims

5.1 Timing: Expense claims should be submitted within 14 days after the expense is incurred, except in the case of referee course/clinics which must be submitted before the end of the season in which the expense was incurred.

5.2 Documentation: Claims must be accompanied by:

Original receipts or invoices

- A completed expense claim form
- A brief explanation or justification for each expense

5.3 Form: Use the organization's designated expense claim form, available <https://admha.com/content/forms>

6. Approval Process

6.1 Submission: Expense claims are submitted to ADMHA's Treasurer for review.

6.2 Review: Claims will be reviewed for accuracy, adherence to policy, and receipt completeness.

6.3 Approval: Approved claims will be processed for reimbursement. Claims not meeting policy requirements will be returned for revision or denial.

7. Reimbursement Process

- **Payment:** Reimbursements will be made through electronic transfer or cheque within 30 days after the claim has been approved.
- **Discrepancies:** Any discrepancies or issues with the reimbursement should be reported ADMHA's Treasurer promptly.