

	Battlefords Youth Soccer Inc.	NO.	2023-07
	EXPENSE POLICY	EFFECTIVE DATE:	Dec 5, 2023
		REVISION LETTER:	
		FINAL APPROVAL	<i>Resolution: APPROVED</i>

## 1.0 PURPOSE

- The Expense Policy of B.Y.S.I. aims to establish guidelines for the reimbursement of reasonable expenses incurred by B.Y.S.I. board members, employees, volunteers, and coaches while engaging in officially endorsed activities sanctioned by B.Y.S.I. This policy ensures fairness, transparency, and accountability in expense reimbursement procedures.

## 2.0 DEPARTMENT(S) AFFECTED (SCOPE)

- Department(s) Affected: **BATTLEFORDS YOUTH SOCCER INC**

## 3.0 POLICY

3.1 Eligibility: All B.Y.S.I. board members, employees, volunteers, and coaches are eligible to claim reasonable expenses incurred during officially endorsed activities sanctioned by B.Y.S.I. All expenses must receive prior approval from the B.Y.S.I. Board before the commencement of the activity. No advance payments will be issued; expenses will be processed for reimbursement after the sanctioned event.

3.2 Allowable Expenses:

- 3.2.1 Mileage: Reimbursement for mileage will be provided for travel to and from sanctioned events located more than 25KM outside the Battlefords. Mileage will be covered at a rate of 68 cents per kilometer.
- 3.2.2 Hotel Fees: Reimbursement for hotel fees will be considered for multi-day sanctioned events occurring more than 100km outside the Battlefords. This allowance applies if event activities span across both days or if returning home would pose safety concerns due to late event termination. Reimbursement will be made upon submission of valid receipts.
- 3.2.3 Meals: Reimbursement for meals consumed during sanctioned events is permissible, subject to the following:
  - 3.2.3.1 Breakfast: Reimbursement up to \$10 is allowable for breakfast consumed prior to 7am departure, when not included/provided by the hotel or event.
  - 3.2.3.2 Lunch: Reimbursement up to \$18 is permissible for lunch consumed during the sanctioned event.
  - 3.2.3.3 Dinner: Reimbursement up to \$23 is allowable for dinner if arriving back in the Battlefords after 6pm, provided receipts are submitted. Meals cannot be claimed if already provided by the event or hotel. Alcoholic beverages will not be reimbursed.
  - 3.2.3.4 Additional fees: Any other reasonable expenses directly associated with supporting a sanctioned event are reimbursable if accompanied by valid receipts.

## 4.0 DEFINITIONS

1. Reasonable expenses refer to costs that are necessary, appropriate, and directly related to supporting B.Y.S.I. during officially endorsed activities. Such expenses must comply with the outlined criteria and be adequately documented with receipts for reimbursement.

## 5.0 RESPONSIBILITIES

2. Claimants: Individuals seeking reimbursement are responsible for:
  - 2.1. Obtaining prior approval for expenses from B.Y.S.I. Board
  - 2.2. Providing accurate and complete documentation, including receipts, for all claimed expenses.
  - 2.3. Adhering to the outlined guidelines and ensuring expenses are within the defined limits.
3. B.Y.S.I. Board: The BYSI board is responsible for:
  - 3.1. Reviewing and approving expense claims before and after sanctioned events.
  - 3.2. Ensuring compliance with the policy guidelines.
  - 3.3. Authorizing reimbursements in a timely manner upon satisfactory submission of expense claims.

## 6.0 IMPLEMENTATION

6.1 This Expense Policy shall be communicated to all relevant parties, including B.Y.S.I. board members, employees, volunteers, and Competitive League coaches. It will be made available through official channels and included in orientation materials for new individuals joining B.Y.S.I. Updates or modifications to this policy will be communicated promptly to all affected parties.

6.2 This Expense Policy aims to uphold the principles of fairness, accountability, and responsible financial management within B.Y.S.I. while supporting those directly involved in furthering the organization's objectives.

Note: The figures provided for meal reimbursements are illustrative and can be adjusted based on B.Y.S.I.'s financial constraints and prevailing rates.

## 7.0 DOCUMENT APPROVAL

ROLE	POSITION	NAME OF THE APPROVER	DATE APPROVED
Final Approver	Battlefords Youth Soccer Inc Board of Directors	<b>APPROVED</b>	<b>Dec 5, 2023</b>

## 8.0 REVISION HISTORY

EFFECTIVE DATE	REVISION LETTER	DOCUMENT AUTHOR	DESCRIPTION OF CHANGE
Dec 5, 2023		<b>BYSI BOARD</b>	Initial release