



Blackfalds Minor Hockey Association

Blackfalds Minor Hockey Expense and Travel Policy

The purpose of this document is to provide guidance and consistency to the BMHA Executive, Operating Committee, Teams, Tournaments and BMHA membership when requesting reimbursement for incurred expenses. BMHA is a volunteer based, not for profit organization and in turn **no member** shall receive payment for their time but may be eligible for reimbursement of incurred expenses.

Travel Expenses

This allowance is designed to cover travel costs for BMHA commitments such as League Meetings and Hockey Alberta Meetings. Some examples of commitments that would support travel allowance include;

- CAHL or West Country League meetings, Hockey Alberta meetings
- BMHA Equipment pick-up in Edmonton

Exemptions to the travel allowance would include;

- All travel to attend or participate in hockey games or practices
- Carpooling, passengers in vehicle are ineligible to claim travel expenses
- League already covering travel expense (CAHL covers travel expense to Governor/Director for meeting attendance or Banner presentation)
- One-time local travel to meetings in Lacombe or Red Deer

The travel allowance for BMHA is \$0.50 per kilometer.

Travel Allowance Examples:

1. BMHA CAHL Director to Strathmore for a CAHL League Meeting. Distance is 202 km one way (404 km round trip). $404 \text{ km} \times \$0.50 = \202.00
2. BMHA Executive Representative travels to Eckville for a West Country League Meeting. Distance is 48 km one way (96 km round trip). $96 \text{ km} \times \$0.50 = \48.00

Travel from Blackfalds will start at the Blackfalds Multi-Plex, 5302 Broadway Ave, Blackfalds, AB T0M 0J0. In the case of a discrepancy between travel distance claims; total distance will default to the shortest travel distance, by address, as shown on Google Maps.

Expenses (other than travel)

BMHA Executive/Operating Committee, Teams and Tournaments will be responsible for their own budgeting and reimbursement of expenses associated with each group. Prior approval should be received to make applicable purchases from each designated committee or Team. All requests for reimbursement of expenses must be accompanied by a receipt or invoice. Submissions for reimbursement should be made within 60 days of purchase. The funds used to reimburse expenses must abide by AGLC Policy.

Some examples of expenses that would be supported:

- Hockey Alberta Coaching certification as required by age level (BMHA covers for coaches on HCR)
- Purchase of BMHA Equipment
- Tournament Supplies & Prizes
- Administrative supplies (printer ink/paper)
- Booking of facilities

The BMHA Blackfalds Minor Hockey Expense and Travel Policy will be reviewed periodically to ensure it is still current and the travel rate is appropriate. The Canada Revenue Agency (CRA) rate may be used as reference to set the annual transportation allowance.

Revision April 2019