



# **Softball BC Expense Policy**

Per Diems, Expenses, Forms

Defines the Policies and Procedures for the submission of expense claims from the Board of Directors, Staff, Contractors, and Funded Representatives

Effective February 2023

## Table of Contents

Introduction .....	2
Definitions .....	3
Per Diem .....	3
REIMBURSEMENT RATES .....	3
Meal and Per Diem Allowances .....	5
Private Vehicle Usage.....	5
Vehicle Damage Reimbursement.....	5
Commercial Transportation Charges (Air Travel) .....	5
Accommodation Charges .....	6

## Introduction

The purpose of this document is to outline the policies and procedures for the Board of Directors, Staff and Funded District Representatives to submit expenses to the Per Diems for meetings, Provincial Championships, Western Canadian Championships, Canadian Championships and other events are included in this document. Clinician and Facilitator expenses will also be outlined in this document.

Appendices included in this document must be submitted, with supporting receipts, for reimbursement.

Questions regarding expenses and per diems should be directed to [bpetrachenko@softball.bc.ca](mailto:bpetrachenko@softball.bc.ca).

## Definitions

### *Per Diem*

- A daily allowance for expenses—a specific amount of money an organization gives an individual, often an employee, per day to cover living expenses when traveling for work.

### *Honorarium*

- A payment given for professional services that are rendered nominally without charge.

### *Vehicle Travel*

- An allowance for traveling expenses at a fixed rate per kilometer.

## Per Diem

Per Diem is a daily allowance for expenses and is a specific amount of money an organization gives an individual per day to cover expenses when traveling on behalf of the organization or representing the organization at an event.

## REIMBURSEMENT RATES

For the purposes of this document a full day is defined as the employee/representative working outside the office/residence on behalf of the organization for number of hours equal to the regular work day (8 hours). A half day is defined as the employee/representative working outside the office/residence on behalf of the organization for 2-4 hours. Alternately, clinicians are to receive a per diem based on the number of hours scheduled for the clinic.

Per Diem Full Day	Per Diem Half Day	Per Diem Clinics	Vehicle Travel (min. km)
\$75.00	\$37.50	\$75.00/full day \$37.50/half day	CRA approved rate per km (no minimum)

### *Umpire Instructor Honorarium and Fees are paid as follows:*

Clinic Duration	Honorarium	Instructors
2-4 Hour Clinic	\$37.50 per clinic	N/A
4-8 Hour Clinic	\$75.00 per clinic	N/A
1-12 Participants	N/A	1 Instructor
13+ Participants	N/A	2 Instructors

**Coach Developers and Evaluators paid as follows:**

Clinic	Hours	Coach Developer/Facilitator Rate/Hr	Coach Developer/Learning Facilitator Fee	LF Expenses Covered
Learn to Coach	4	\$30	\$120.00	Vehicle Travel Per Diem, Hotel, if eligible
Community Coach – Ongoing Participant	8.5	\$30	\$255.00	Vehicle Travel Per Diem, Hotel, if eligible
Competition Introduction Weekend #1	11.5	\$35	\$402.50	Vehicle Travel Per Diem, Hotel, if eligible
Competition Introduction Weekend # 2	12	\$35	\$420.00	Vehicle Travel Per Diem, Hotel, if eligible
Hybrid Online Modules (Competition Pathway)	9.5	\$35	\$332.50	
Hybrid in Person Weekend	14	\$35	\$490.00	Vehicle Travel Per Diem, Hotel, if eligible
Comp Intro Evaluation		Evaluator Fee for Portfolio and On-Field Evaluation: \$137.50	N/A	Vehicle Travel Per Diem, Hotel, if eligible
Comp Development Evaluation		Softball Canada	Softball Canada	Softball Canada

**Eligible Expenses for Learning Facilitators and Coaching Instructors**

Vehicle Travel	Hotel – to be arranged by the Softball BC Office	Ferry Charges – for instructor and their vehicle only
Flight if required – to be arranged by the Softball BC Office		

If you have any questions about what may or may not be an eligible expense please contact Softball BC.

**Non-Eligible Expenses for Learning Facilitators and Coaching Instructors**

Cell Phone Charges	Meals, where per diem has been paid	Clinic office supplies, such as paper, sticky notes, scissors
--------------------	-------------------------------------	---

## *Clinic Material (Umpire and Coaching) – Pickup vs. Shipping*

When material is required for an umpire or coaching clinic, Softball BC will use the most economical means to get the material to the instructor. Clinicians are welcome to pick-up the material from Softball BC office if they so wish to do.

### **Meal and Per Diem Allowances**

Where travel is for a partial day, only meals that are applicable to that portion of the day will receive per diem rates. Where a meal is provided, without charge, no per diem will be extended to the employee/contractor for that portion of travel. For travel outside the Province of British Columbia by an eligible member of Softball BC, per diems may be sent a minimum of 1 week prior to the first day of travel. For all other per diem expenses an approved expense form must be submitted for payment at the completion of the event.

### **Private Vehicle Usage**

Where a private vehicle is used on behalf of Softball BC for travel to a meeting or approved event, reimbursement will be in accordance with the CRA approved rate per kilometer.

The travel allowance does not apply when using a rental vehicle, however, the cost of the rental vehicle may be considered for reimbursement. Reimbursement for rental vehicle requires pre-approval by the Softball BC Executive Director.

Toll charges incurred while doing business may be claimed, with receipt. Parking charges may also be claimed when a receipt is provided.

### **Vehicle Damage Reimbursement**

Where an employee/representative's private vehicle is damaged while in use on the behalf of Softball BC, the organization shall reimburse the lesser of the actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$500 per occurrence, for:

- Damage caused to the vehicle by vandalism that results while the employee/representative is attending a function on behalf of the organization
- Damage as a result of an accident while doing business on behalf of the organization

This section will not apply where a court holds the employee/representative or driver of the vehicle guilty of willful, wanton or gross negligence.

### **Commercial Transportation Charges (Air Travel)**

Where transportation by commercial (air travel) has been designated as the mode of travel by Softball BC and the employee/representative requests to use his/her private motor vehicle instead and Softball BC approves such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/representative taken the designated commercial transportation.

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred by Softball BC had personal travel not taken place. Per Diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place. The employee/representative must inform the Executive Director of his/her intent to combine personal and business travel prior to departure.

## Accommodation Charges

Softball BC will book accommodations for most travel. At some events the host association is required to book accommodation for supervisor(s) or the Umpire-In-Chief. These events include: Supervisor at a Western Canadian Championship; UIC at a Western Canadian Championship. For Provincial championships, if the Board Rep and/or UIC are from out of the area then Softball BC will book, and pay for, accommodation for these Softball BC representatives.

Employees, Board Members and Funded Representatives will usually be required to reside more than 75 km's from the event location to be considered for accommodation funding (at the discretion of ED and President). When Softball BC is required to provide accommodation the organization will negotiate the best rate possible.

The largest annual event that requires accommodation is the Annual General Meeting. Softball BC provides accommodation funding as outlined below for that event:

### 100% Coverage - Funded Delegates

Funded delegates include District Coordinators and District UIC's. Delegates must agree to share a room with another funded delegate.

### 50% Coverage - Funded Delegates

Funded delegates who do not wish to share accommodation with another funded delegate.

### Zero Coverage - Non Funded Delegates

Non funded delegates include any voting position other than a district coordinator or district UIC. Accommodation for the AGM may be booked through Softball BC; however, the delegate is responsible for payment upon check out.

Where applicable, Softball BC will pay room and tax only. The hotel may require that each guest provide a credit card at check-in for incidental charges. Accommodations will be booked as double rooms and, unless otherwise requested, room partners will be assigned by Softball BC. Full details on accommodation for the annual general meeting are provided annually in the Notice of AGM.

When employees/representatives of Softball BC are required to stay in a hotel while away from home on behalf of the organization, Softball BC will make arrangements, where possible with the hotel for all room and tax charges to be billed directly to Softball BC. Details of the accommodation will be sent to the individual traveling prior to the first day of travel.