



Expense & Travel Policy

The intent of this policy is that no Board Member should have to incur extra expenses while conducting SNB Inc. All expenses outside of regular board meeting expenses require prior approval.

1. Meals: \$55 per day: Breakfast (\$15), Lunch (\$20), Supper (\$20) (no receipt required). From time-to-time Softball New Brunswick Inc. will cover ticket price for a board member to attend a Sports Recognition Banquet (i.e. SNB Hall of Fame, etc.)
2. Mileage \$0.45/km (more than 25km from home)
3. Softball New Brunswick will cover 100% of hotel costs per night for board meetings for board members that live 2 hours or more away from the meeting location (Unless prior arrangements are made). Motel/hotel: medium priced/best price (with receipt).
4. Board members from time to time, will incur long distance telephone charges which will be reimbursed by SNB (with a copy of related phone bill and reason) for them to carry out their duties
5. SNB will pay up to ½ the basic telephone/internet package at a maximum of \$70/month per entitled position for a total of 3 entitled positions: Current – Executive Director, Technical Director and Program Manager. Any combination of positions is capped at \$70/month.
6. SNB will pay for office supplies on a need basis for the Executive, Technical and coordinator branches (prior approval required for anything over \$50). Special projects, programs and coaching clinics should include office supplies as expenditure for cost recovery. All region directors should have any office or print expenses covered by region funds.
7. The only expenses that Regional Directors will receive from SNB is for their attendance at SNB Board Meetings (meals, mileage)
8. All expenses claims will be audited and adjusted, if necessary, after board meetings. Any errors and/or omissions will be corrected.
9. Prior Executive approval is required for any project or travel expenses.