



TRAVEL POLICY - FACILITATORS, SUPERVISORS, UMPIRES

* All expenses for travel must be submitted in an expense form to the Executive Director at executivedirector@softballnb.ca.

1. Honorarium

- a. Learning Facilitator: \$300.00 per day
- b. Supervisor: \$100.00 per day, \$50.00 per half day (less than 5 hours)
- c. Umpires:
 - i. Softball NB Events: Approved Game Fee's
 - ii. Club Tournaments: Regional Game Fee's

2. Mileage

- a. Softball New Brunswick's mileage rate is \$0.45/km and may be claimed when traveling more than 100 km per event.

3. Accommodations

- a. To be allocated to:
 - i. For multi-day events, individuals travelling more than 75 km from their home one way, will be eligible for accommodations for nights between the event days.
 - 1. Umpires must receive approval by Softball NB or Tournament Host, and Tournament UIC.
 - ii. If an event begins prior to 9:00 am and an individual is travelling more than 200 km from their home one way, they will be eligible for accommodation for the night prior to the event.
 - iii. For one-day events, if travel time plus the duration of the event is more than 12 hours, individuals will be eligible for one night accommodation.
- b. Accommodations will be arranged by the Softball NB Office or the host of the event when possible.
- c. The Executive Director may arrange accommodations outside of the outlined requirements for exceptional circumstances.

4. How to Claim

- a. In order to claim expenses related to travel, an expense sheet must be completed and sent to executivedirector@softballnb.ca within **14 days of the event** for approval by the President and Vice President.

** Tournament Umpire-in-Chiefs honorariums and travel expenses are to be paid by the Softball NB Umpires Association.

[Expense Request Form](#)

REVIEWED: April 8, 2025