



TRAVEL POLICY - BOARD MEMBERS

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

1. Mileage

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

2. Meals

- a. Breakfast - \$15.00, Lunch - \$20.00, Supper - \$20.00
- b. To be allocated to:
 - i. Individuals travelling more than 100 km per event and:
 - ii. In order to receive breakfast allowance, you must be staying overnight in the location of travel, or leaving before 7:00am.
 - iii. In order to receive supper allowance, you must be staying overnight in the location of travel, or be travelling after 5:00pm.

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.
 - 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 New Brunswick 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. Air Travel

- a. Air Travel will be arranged by the Softball NB Office when necessary.

5. 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.

[Expense Request Form](#)

REVIEWED: February 1, 2025