

Squash Alberta Mileage Rate or Gas Expense

Definitions

1. The following terms have this meaning in this Policy:
 - a) "Association" - Squash Alberta.
 - a) "Coaches" - the Provincial Coach and any coach working directly for the Association.
 - a) "Directors and Officers" - active board of director members of Squash Alberta.
 - a) "Officials" - certified referees engaged in activities for Squash Alberta.
 - b) "Players" - individuals representing the Association or eligible individuals competing to represent the Association.
 - a) "Urban Center" - City, Town, Village, Hamlet, Subdivision.
 - b) "Volunteers" - individuals directly engaged in activities for Squash Alberta as either individuals or part of a committee.

Purpose

2. The purpose of this Policy is to define when Squash Alberta will pay mileage or gas expense and at what rate.

Scope and Application

3. This policy applies to all travel on behalf of Squash Alberta.
4. Mileage or gas expense will only be paid for distances travelled outside an individual's domicile urban center and greater than 50 kms from that urban center.
5. Squash Alberta will pay either mileage or gas expense but not both.
6. Gas expense will only be paid if a gas receipt is submitted with the expense account.

Mileage Rate

7. The mileage rate will be the lowest posted Canada Revenue Agency rate for Alberta at the time of the expense as found at <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html> .

Policy Statement

8. Where feasible all efforts must be made for individuals to travel together in order to minimize the number of vehicles travelling to the same destination.
9. Coaches will receive mileage.
10. Directors and Officers will receive mileage.
11. Officials will receive mileage.
12. Players will receive gas expense.
13. Volunteers will receive mileage.

Appeals

14. This policy cannot be appealed.