



Expense Reimbursement Policy

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Vortex Water Polo
vortexwaterpolo.ca

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0. Overview

The purpose of this document is to outline who is eligible to pay for expenses/costs on behalf of Vortex using their own funds (ex. personal credit card or cash) and the requirements/steps that they must follow in order to be reimbursed (listed below).

There are three key requirements/steps that must all be followed (failure to do so could result in delayed or declined reimbursement):

- 1. Obtain Approval**
- 2. Obtain Detailed Receipts and/or Invoices**
- 3. Submit Expense Reimbursement Request**

Additional information on each requirement/step is included below – please send any questions to treasurer@vortexwaterpolo.ca.

<h2>1. Approval</h2> <p>Approval must be obtained and documented <u>before</u> committing Vortex to any eligible costs using the prescribed form (i.e. all required approvals must be obtained before and not after you commit Vortex to a current, past, and/or future cost).</p>	
<p>1.1 Who is eligible to pay for costs on behalf of Vortex?</p>	<p>Board members, the technical director, head coaches, chaperones accompanying athletes during travel (athletes and their parents are not eligible), and volunteers supporting Vortex events (with prior approval/alignment) are all eligible to pay for costs on behalf of Vortex</p> <p><u>Note:</u> Best efforts should be made to limit payment of Vortex costs/expenses using personal funds – the preference is for Vortex to pay for costs directly wherever possible/practicable (ex. hotels, airfare, and for large purchases).</p>
<p>1.2 What costs are eligible for reimbursement?</p>	<p>Incremental costs that are incurred directly as a result of participation in a Vortex event or trip which are not personal in nature are eligible for reimbursement; some examples below are included (this is not intended to be an exhaustive list but to provide a guide for what is considered eligible/not eligible):</p> <p><u>Eligible:</u> Tournament/Travel Costs* (Hotel rooms, car rentals, groceries, etc.), travel per diem, equipment or supplies purchased to directly support Vortex events or Vortex-led initiatives (ex. merchandise), certain admin costs (accounting software, club/company registration fees or dues, criminal record checks for coaches/volunteers), etc.</p> <p><u>Not Eligible:</u> Personal clothing, toiletries (toothbrush, toothpaste, deodorant, etc.), other personal items kept for future use (reusable water bottles, goggles, etc.), alcohol, cost of activities/events not approved by Vortex, etc.</p> <p>* For use/consumption by coaches, athletes, and chaperones during travel only.</p> <p>Note: For more specific information on expectations during travel, please refer to our travel policy.</p>
<p>1.3 How can I obtain and document approval?</p>	<p>To obtain approval before incurring a cost on behalf of Vortex, submit a purchase request using this form (the nature and \$ amount of the cost/expense will determine who needs to review and approve; see Financial Policy).</p> <p>Upon review, you will receive a response/reply notifying you if your request has been approved or declined.</p> <p><u>Note:</u> A purchase request/approval is not required for tournament/travel costs (including per diem) that were included in the upfront tournament/travel estimates used to determine initial athlete deposits required.</p>
<p>1.4 What about travel per diem?</p>	<p>Please refer to our travel policy for more information about travel per diem.</p> <p>Note: You should be prepared to provide copies of your travel documents/itinerary in order to support per diem claims on travel days (i.e. on the day you are departing and/or arriving home).</p>

2. Detailed receipts and/or invoices

Detailed receipts and/or invoices that show the item(s) purchased and sales tax (GST/PST) paid must be obtained/retained as support for the costs (i.e. credit card slips alone are not sufficient).

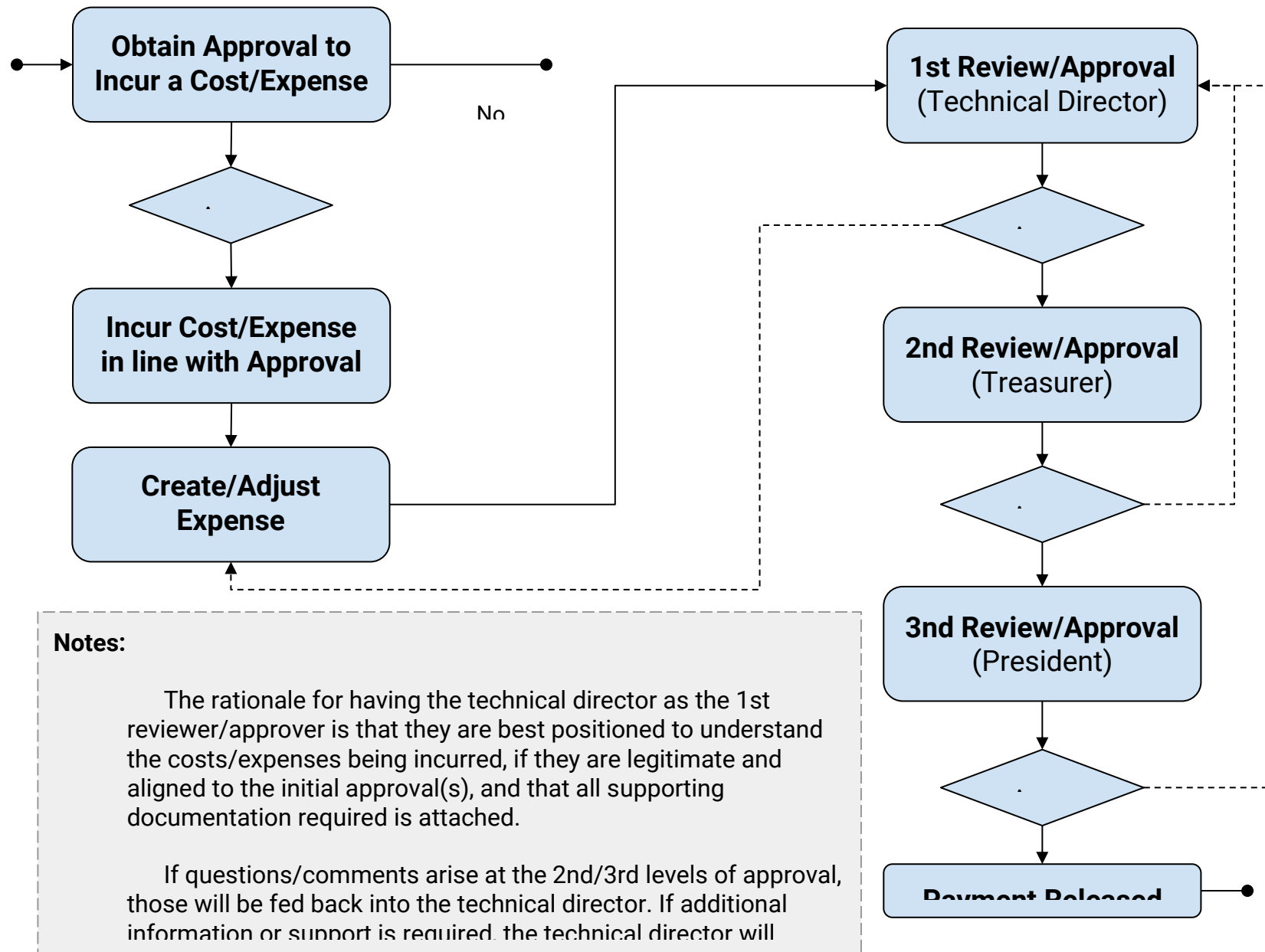
<p>2.1 What is considered a detailed receipt and/or invoice?</p>	<p>The receipt and/or invoice must contained an itemized list of everything that you paid for including:</p> <ul style="list-style-type: none"> • <u>Date</u>: The date(s) that the goods or services were provided (or that they relate to). • <u>Vendor</u>: The company/restaurant/supplier that you purchased the goods or services from. • <u>Subtotal/Item Amounts</u>: A list of the items that you paid for including the amount for each item. • <u>Sales Taxes</u>: All of the taxes that you paid for, ideally with a breakdown of the type of tax (GST, PST, HST, etc.) and amount for each type of tax. • <u>Total</u>: The total amount that you paid (i.e. subtotal + sales tax + any other fees charged). <p><u>Note</u>: Credit card slips that only show the total amount paid that do not show the items purchased <u>are not</u> sufficient support for claiming an expense reimbursement (ex. If you pay for a restaurant bill, you must also obtain a copy of the detailed receipt showing all of the meals, drinks, and tip amount).</p>
<p>2.2 If I only received a paper receipt, what should I do with it?</p>	<p>Please create a digital/electronic copy of the paper receipt/invoice by either:</p> <ol style="list-style-type: none"> a) taking picture(s) with your smartphone, and/or b) scanning the paper receipt/invoice. <p>When producing an image of a paper document, you must make sure (link to CRA requirements):</p> <ul style="list-style-type: none"> • it is an accurate reproduction with the intention of it taking the place of the paper document • it gives the same information as the paper document • the significant details of the image are not obscured because of limitations in resolution, tonality or hue.
<p>2.2 What should I do with the original paper copies of my receipts?</p>	<p>After you have created an electronic/digital copy of the paper receipts/invoices, <u>please keep</u> the paper copies <u>until you have received payment</u> for your expense reimbursement request.</p> <p>If your expense reimbursement request is approved and you receive payment, this means that the electronic copy of your paper receipts were sufficient for Vortex and adhered to the CRA requirements outlined above.</p> <p>Once you receive your payment, you can throw out/destroy paper copies (once electronic copies of supporting documents are received/approved by Vortex they become our permanent records; see CRA requirements).</p>

3. Submit Expense Reimbursement Request

Expense reimbursement request forms be prepared in an accurate and complete manner, and then submitted for payment approval with all receipts/invoices attached via the prescribed form (i.e. requests sent via email will not be accepted).

<p>3.1 How can I submit an expense reimbursement request?</p>	<p>Please use this form to submit an expense reimbursement request:</p> <p>Expense Reimbursement Request Form</p> <p>Note: Requests initially received via email will not be accepted – you will be redirected to the form above.</p>
<p>3.2 What information will I need to provide?</p>	<p>You will need to submit information about what the expenses(s) were for, the dates that they were for, the amount(s) that you are claiming, and an electronic/digital copy of all receipts/invoices (i.e. supporting documentation).</p> <p>Note: If the total amount that you are claiming does not match the supporting receipts/invoices, please include a comment/explanation when submitting your claim to explain what is causing the difference.</p> <p><u>File Naming Format</u>: Please edit the file names for the receipts/invoices that you are uploading/submitted to something that will help reviewers quickly identify/understand/organize the contents of each file (see example below).</p> <p>File Name Examples - Acceptable/Preferred Format and Naming Conventions:</p> <ol style="list-style-type: none"> 1. 'YYYY-MM-DD Vendor Name - Description of Items/Services - Invoice #12345- ' 2. Vendor Name - Description of Items/Services (Receipt #12345)' <ol style="list-style-type: none"> 1. 2024-02-01 Costco - Groceries for NCL Trip (Jan 2025) Day #2 - Receipt #984723 2. Best Western - Hotel Fees for Sask Provincials (Nov 2024) - Invoice #1483276
<p>3.2 How long will it take to process my request?</p>	<p>Depending on the nature of your request, it may take X to X business days for you to receive payment.</p> <p><u>Note</u>: Your payment will be delayed/take longer to process if there is any required information or supporting documentation (receipts/invoices, etc.) missing, or if the total that you are requesting does not match the support without an appropriate comment/explanation.</p>

Process Flow Diagram



Version History

Last Updated	Description	Updated / reviewed by
Feb 2, 2025	Initial expense reimbursement policy created	Graham Halford

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