



Building Healthy Minds and Bodies since 1977

3.2 TRAVEL POLICY

PURPOSE

Okanagan Gymnastics Centre (OGC) employees may be required to travel to competitions and other events, employees may incur expenses related to their travel. OGC will reimburse employees for approved travel expenses.

POLICY

Travel expenses will be reimbursed to employees for expenses incurred while away at approved competitions or other events. It is expected that the most economical travel is booked. Personal entertainment, sightseeing or other personal expenses are not covered.

PROCEDURE

A competition calendar for each discipline outlining the expected travel for the year must be submitted to and approved by the Director of Operations in the fall.

1. Travel Information Form

This document contains information about where the employee is staying while away, vehicle and/or flight information. This must be filled out and filed in the discipline travel binder for every competition or event.

2. Accommodations

OGC will provide 3rd Party Pre-Authorizations for accommodations while at an approved competition or other event.

3. Transportation and Parking

Approved travel may be covered in the following methods:

- **Rental vehicle**

- OGC will cover the cost of the rental vehicle for travel to and from competitions or other events. Each discipline will attempt to book one car per competition.
- If more than one discipline is attending the same competition, all measures will be taken to lower costs and share a rental vehicle.

- OGC will reimburse for gas by attaching the original receipts to the cheque requisition.
- **Personal vehicle**
 - On occasion employees may receive approval from the Director of Operations to use their personal vehicle to travel.
 - Employees are responsible to ensure their vehicle is in good working condition.
 - Kilometers will be paid at .45 cents per kilometer. This rate takes into account all actual expenses including fuel, oil, maintenance, insurance, vehicle breakdown or damage incurred.
 - To be reimbursed for travel, kilometers driven must be submitted on the cheque requisition form, recording the actual number of kilometers driven to and from competition or other event. Google maps can be used to get accurate information.
 - All claims for vehicle damage will go through ICBC.
- **Parking**
 - Any parking charges the employee incurs while away will be reimbursed by OGC by attaching the original parking receipt to the cheque requisition.
- **Fines or violations**
 - OGC will not reimburse any parking or speeding violations or other fines incurred while driving a rented or personal vehicle to attend competitions or other.

4. Meal Expenses

- Where travel is for a partial day, only meals that are applicable to that portion of the day spent traveling are eligible for reimbursement.
- When meals are provided by the host club it is expected the employee take advantage.
- Meals are reimbursed to a maximum of \$50 per day, including taxes and gratuities. A general guideline is \$10 for breakfast, \$15 for lunch and \$25 for dinner. Receipts must be submitted for reimbursement.
- Alcoholic beverages are not an approved expense and must not show on submitted receipts for reimbursement.

Safety

Employee safety is of the utmost importance. All travel is contingent on world situations and weather conditions and is at the discretion of the Director of Operations in consultation with the Personnel Committee.

1. Weather Conditions:

When there is a severe weather warning and the road conditions are not favourable, the employee may not leave to attend the competition or event. Alternatively, the employee may need to stay at the destination for additional days.

2. World Situations:

If there are unforeseen world crises the employee will follow reasonable steps to stay safe. This may mean not attending, an immediate return home or remain at the destination for longer than anticipated. If traveling outside of Canada the employee must have contact information for the Canadian Embassy.

If OGC cancels the coach's attendance due to safety, then all measures will be taken to inform the parents ASAP. If the athlete's family chooses to attend, OGC will arrange for coaches from other clubs to assist.

Any additional costs related to keeping the employee safe when they attend competitions and events will be absorbed by OGC.

3. Driving Safety:

- Employees are expected to drive defensively, be alert at all times and obeying posted speed limits.
- The driver and vehicle must follow the Provincial Guidelines.

APPROVED BY OGC BOARD OF DIRECTORS NOVEMBER 22, 2017