

2.09 Volunteer Expense Policy and Procedures

Purpose

Volunteers are an integral part of fulfilling Golf Ontario's vision, mission and strategic priorities. Golf Ontario will reimburse volunteers for expenses incurred while conducting Golf Ontario authorized business. The Expense Policy and Procedures are therefore designed to define and guide in the authorization and reimbursement of expenses at Golf Ontario in a clear, transparent and equitable manner.

Policy

This policy applies to all claims for expenses paid by individuals for Golf Ontario related activities to be paid by Golf Ontario. Claimants include employees, volunteers, board of directors, as well as contractors and consultants as per employment contract. All individuals involved in submitting claims or authorizing their reimbursement are required to exercise good judgment to ensure Golf Ontario funds are used in a responsible, conservative and reasonable manner and in accordance with this policy and its related procedures.

Expense claims may be related to travel, accommodations, meals, or associated activities. To be eligible for reimbursement, activity must be authorized by Golf Ontario and be supported by proper receipts. In scheduling travel, Golf Ontario Staff will consider opportunities to minimize the distance travelled when selecting individuals to work at Golf Ontario functions. When possible, individuals will "car-pool" to minimize costs.

Travel by Personal Vehicle

Claimants driving their own car while on authorized Golf Ontario business will be paid at a rate of .42 cents per km.

Use of Highway 407 is based on the judgment of the individual. Reimbursement is for the costs associated with travel on the 407 Highway: receipts are required. Transponder fees are not covered.

Golf Ontario will reimburse for parking; receipts required.

Golf Ontario reserves the right to authorize travel by other means, such as air, train, rental car, association vehicle, if deemed to be more cost effective than travel by personal vehicle.

Travel by Other Means

Prior approval must be received for all other forms of travel including airfare, bus, train and rental car.

Rental vehicle – one must obtain the rental company's collision protection, unless otherwise insured.

Accommodations

Accommodations for Golf Ontario championships and select meetings will be arranged by Golf Ontario. A “master hotel account” will be established by Golf Ontario, with the room and tax charges billed directly to Golf Ontario. Miscellaneous cost will not be paid.

Where a “master hotel account” is not established, all accommodation expense requires prior approval from Golf Ontario. Prior to seeking approval, individuals booking accommodations will use hotels and motels providing competitive rates based on the local market. As a guideline, overnight accommodation will not be paid when an individual is attending a single day event within 200km of their home.

Meals

When on authorized travel, Golf Ontario will reimburse monies actually spend for meals to a maximum of \$10 for breakfast, \$12 for lunch and \$25 for dinner plus tax and gratuities when supported by actual receipt. Meals will not be paid for if the claimant has received a meal that was prearranged as part of the event.

Accounts at Tournament Sites: When convenient to the Host Club, a master account may be opened for food and beverages (alcoholic beverages are prohibited) only by the Site Coordinator or Golf Ontario Staff.

The reimbursement for the personal consumption of alcohol is prohibited.

Other

Authorization should be sought for all other expenses that may occur to conduct authorize Golf Ontario business, i.e. long distance phone, cellular phone, postage, office supplies.

Procedure for Submitting Expense Claims

An “expense claim form” must be completed and submitted within thirty (30) days of the expense, with supporting original receipt or photo copy, with the exception of Highway 407 charges, which must be claimed within sixty (60) days of the event. To be eligible receipt must clearly show date, location amount and taxes. Expense claims that total less than \$10.00 for the year will not be reimbursed.

A Golf Ontario staff will be assigned as the Approver and is responsible to approve the completed expense form. Approvers shall exercise great care to uphold the principles and requirements outlined in this policy. Finance will administer the expense claim form ensuring claims are fair, reasonable and consistent with this policy.

Individuals will be reminded of the deadline for final submission of expense claims in the fiscal year. All expenses submitted after Golf Ontario has closed their books for the year are not eligible for reimbursement, unless prior notification has been received.