

Volunteer Expense Policy – November 1, 2014

This Policy applies to all GAO Volunteers when involved with GAO business.

GAO business is normally directed by GAO Staff, or the GAO Board of Directors.

Volunteers **will not** be reimbursed for expenses for attendance at events not required as part of their duties at the Committee, District or Board level.

TRAVEL BY PERSONAL VEHICLE

- ❖ In scheduling travel, GAO staff will consider opportunities to minimize the distance traveled when selecting volunteers to work at GAO functions.
- ❖ When possible, volunteers will “car-pool” to minimize costs.
- ❖ GAO will pay for return travel from an individual’s home when the total distance traveled exceeds 40 km.
- ❖ Vehicle Travel will be reimbursed at \$.42 cents per km.
- ❖ Use of Highway 407 is based on the judgment of the individual. Reimbursement is for all costs associated with travel on the 407 Highway, receipts are required.
- ❖ GAO will pay for Parking, receipts are required.

TRAVEL BY OTHER MEANS

- ❖ Volunteers using Public Transportation on GAO business must do so at “coach fare.”
- ❖ Volunteers will not be paid for Airfare unless prior approval has been received and a receipt is provided. Use of Airfare on GAO business must be arranged through the GAO office
- ❖ Volunteers will not be paid for rental cars unless prior approval has been received and a receipt is provided.

ACCOMMODATION

- ❖ Accommodations will not be paid for unless the individual is required to stay overnight at the meeting, tournament or other event and the location of the event makes the accommodation claim reasonable.
- ❖ Unless prior approval is received, overnight accommodation will not be paid when an individual is attending a single day event within 200 km of their home.
- ❖ Individuals booking accommodation will use hotels and motels providing competitive rates based on the local market.
- ❖ Hotels for major championships will normally be arranged through the Tournament Department, with room costs to be managed by the Tournament Department.
- ❖ The maximum amount that will be reimbursed is \$125. This amount does not include tax.
- ❖ Miscellaneous costs will not be paid.
- ❖ Receipts are required for all accommodations.

VOLUNTEER EXPENSE POLICY _____continued...

MEALS

- ❖ Meals will be covered to a maximum of \$10 for breakfast, \$12 for lunch and \$25 for dinner. The amounts do not include tax.
- ❖ Meals will not be paid for if the volunteers have received a meal that was pre-arranged as part of the event. Receipts for meals are required.
- ❖ **The GAO will not pay for alcoholic beverages.**

ACCOUNTS AT TOURNAMENT SITES

- ❖ When convenient to the Host Club, a master account may be opened for food only by the Site Coordinator or GAO staff assigned to the event.
- ❖ **The GAO will not pay for alcoholic beverages.**

PHONE AND FAX COSTS

- ❖ Volunteers will be reimbursed for costs associated with the use of a phone, cellular phone or fax when conducting GAO business. In general, this is meant to apply to individuals who are on the Board of Directors, District Coordinators or Committee Chairs and any exceptions require prior approval from the Executive Director.
- ❖ Volunteers will not be reimbursed for costs associated with the purchase of a cellular phone or fax machine unless prior approval has been obtained.
- ❖ Volunteers will not be reimbursed for the monthly carrying costs associated with phones and cellular phones.
- ❖ **All volunteers are strongly encouraged to have e-mail addresses and to provide this information to the office.**

CLOTHING ALLOWANCE

Covered in a separate policy.

SUBMITTING EXPENSE ACCOUNTS

- ❖ All expense claims are to be submitted to the GAO Office on the approved GAO Expense Form **within 30 days**, with the exception of long distance, fax & Highway 407 charges, which must be claimed **within 60 days**.
- ❖ Volunteers will be reminded of the deadline for final submissions of Expense Accounts in the fiscal year. All expenses submitted after the GAO has closed their books for the year are not eligible for reimbursement.
- ❖ **Expenses will not be reimbursed without the necessary receipts.(actual receipt- not credit card/interact transaction record.**
- ❖ All expenses require office approval prior to payment.

This policy will be reviewed annually.