



## **Rationale**

The OSGA (Ontario Senior Games Association) recognizes that from time to time expenses are incurred by Board of Directors or Staff. This policy sets out allowable reimbursement by those members engaged in approved OSGA business.

## **Policy Guidelines**

1. Incidentals:
  - a. Telephone: Telephone charges for OSGA business will be reimbursed upon submission of a paid copy of the affected telephone bill.
  - b. Postage: Postage costs for OSGA business will be reimbursed with a copy Post Office receipts.
  - c. Other items: Expenses for other items must be authorized (by treasurer) and receipts provided.
2. Meals: The cost of meals while acting on OSGA business will be reimbursed as set out in the following schedule:
  - a. Breakfast: \$10.00 (may be claimed if one travels in excess of **100** km one way from home
  - b. Lunch \$15.00
  - c. Dinner \$30.00 including taxes & gratuities
  - d. All meal expenses are to be added to expense claims to the maximum level as indicated above.**

\* Note: the above amounts indicate the maximums payable. Alcoholic beverages will not be reimbursed.
3. Accommodations:
  - a. Accommodations will be covered on the following conditions:
    - i. If one must travel in excess of 100 km one way from home
    - ii. If meetings are more than one day or a person is required to attend another function on behalf of the OSGA
    - ii. With approval if needed
4. Travel:
  - a. Mileage: (personal vehicle) Mileage for OSGA meetings will be reimbursed at the amount of \$0.40 per kilometre, return trip.
  - b. Other Methods: The actual cost of airfare or train will be paid. Members are encouraged to take advantage of sales and special promotions to obtain the lowest price available. Prior authorization by the treasurer or designate must be received for air and train travel and additional accommodation if needed.
  - c. AGM: Mileage will be subsidized at a rate of \$0.25 per kilometre round trip for one vehicle per district. Carpooling is encouraged.
  - d. Regional Meeting Travel:
  - e. Mileage will be reimbursed at the amount of \$0.40 per kilometre, return trip.
  - f. Amounts under \$20 will not be reimbursed for travel. Carpooling is encouraged.
  - g. Parking: Authorization for parking for OSGA business can be submitted for consideration.
  - h. Other Expenses: All other travel related expenses must be authorized and receipts provided.



5. Supporting bills including accommodation, parking stubs, airfare tickets, taxi fares, telephone bills must be attached to any expense claim.
6. All expense claims must be made on the approved OSGA Expense Claim Form (Attachment A to this policy).
7. All expense claims must be submitted to the OSGA office within 7 days following the month in which they occur.
8. The OSGA reserves the right to amend or adjust expenses

### **Administration**

This policy shall be administered by the OSGA Treasurer or President.

Policy Approved 2016 10 04 OSGA President *Gail Prior* ]

