

# BCASA EXPENSE POLICY

## Per Diems, Expenses and Forms

The purpose of this document is to outline the policies and procedures for Board of Directors, Staff and Funded District Representatives to submit expenses to the BCASA



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## Introduction

The purpose of this document is to outline the policies and procedures for the Board of Directors, Staff and Funded District Representatives to submit expenses to the BCASA.

Per Diems for meetings, Provincial Championships, Western Canadian Championships, Canadian Championships and other events are included in this document. Clinician and Facilitator expenses will also be outlined in this document.

Appendices included in this document must be submitted, with supporting receipts, for reimbursement.

Questions regarding expenses and per diems should be directed to [rbenson@softball.bc.ca](mailto:rbenson@softball.bc.ca).

## Definitions

### Per Diem

- A daily allowance for expenses—a specific amount of money an organization gives an individual, often an employee, per day to cover living expenses when traveling for work.

### Honorarium

- A payment given for professional services that are rendered nominally without charge.

### Mileage

- An allowance for traveling expenses at a fixed rate per kilometer.

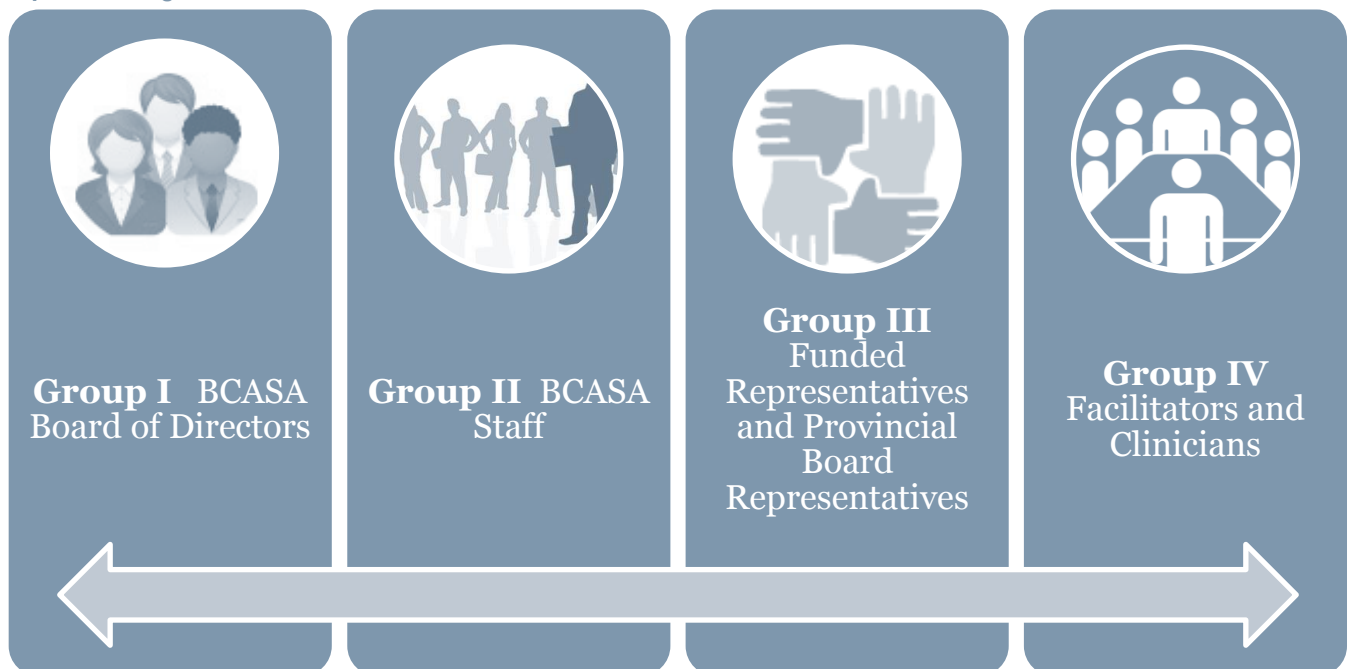
## Per Diem

Per Diem is a daily allowance for expenses and is a specific amount of money an organization gives an individual per day to cover expenses when traveling on behalf of the organization or representing the organization at an event.

BCASA supplies per diems so that staff and volunteers are not required to spend as much time creating expense reports to support amounts spent while traveling or representing BCASA. Employees and approved volunteers are paid a standard daily rate for meals, travel and incidental expenses, where applicable.

To simplify the process, BCASA has broken down each group of acceptable expense categories:

### Expense Categories



**Group I: BCASA Board of Directors**

All current board members of British Columbia Amateur Softball Association, while on Board business.

**Group II: BCASA Staff**

Eligible staff of Softball BC

**Group III: Funded Representatives and Volunteers**

This group includes board representatives at Provincial Championships; Umpire-in-Chief at a Provincial Championship; Supervisor(s) at a Western Canadian Championship

**Group IV: Facilitators and Clinicians**

Umpire Clinicians, Coaching Clinic Facilitators, MLF facilitators, CanPitch Developers, Coach Evaluators

At Provincial, Western Canadian or Canadian Championships when more than one (1) park is required to host the event, a per diem will be considered, where applicable, for each Board Rep or Supervisor and Umpire-in-Chief.

**REIMBURSEMENT RATES**

For the purposes of this document a full day is defined as the employee/representative working outside the office/residence on behalf of the organization for number of hours equal to the regular work day (8 hours). A half day is defined as the employee/representative working outside the office/residence on behalf of the organization for 2-4 hours. Alternately, clinicians are to receive a per diem based on the number of hours scheduled for the clinic.

**General Per Diems and Mileage Rates are paid as follows:**

	<b>Per Diem Full Day</b>	<b>Per Diem Half Day</b>	<b>Per Diem Coaching Clinics</b>	<b>Mileage/km (min. km one way)</b>
<b>Group 1</b>	\$75.00	N/A	N/A	\$0.45/km (75+ kms)
<b>Group 2</b>	\$50.00	\$25.00	N/A	\$0.45/km (75+ kms)
<b>Group 3</b>	\$50.00	\$25.00	N/A	\$0.45/km (75+ kms)
<b>Group 4 – Coaching Clinics</b> <i>if more than 75km away from home AND an overnight stay is required</i>	N/A	N/A	\$60.00/full day \$30.00/half day	\$0.45/km (75+ kms.)
<b>Group 4 – Umpire Clinics</b>	N/A	N/A	N/A	N/A

***Umpire Instructor Honorarium and Fees are paid as follows:***

<b>Clinic Duration</b>	<b>Honorarium</b>	<b>Instructors</b>
<b>2-4 Hour Clinic</b>	\$37.50 per clinic	N/A
<b>4-8 Hour Clinic</b>	\$75.00 per clinic	N/A
<b>1-12 Participants</b>	N/A	1 Instructor
<b>13+ Participants</b>	N/A	2 Instructors

***Learning Facilitators and Coach Clinic Instructors paid as follows:***

<b>Clinic</b>	<b>Learning Facilitator Fee x 1</b>	<b>Learning Facilitator Fee x 2</b>	<b>LF Expenses Covered</b>
<b>Learn to Coach</b>	\$125.00/clinic	\$125.00 each	Mileage* Per Diem, if eligible Hotel, if eligible
<b>Community Coach</b>	\$200.00/day	\$170.00/day	LF Expenses Covered? – Yes, if out of town Mileage* Per Diem, if eligible Hotel, if eligible
<b>Weekend #1</b>	\$200.00/day	\$170.00/day	LF Expenses Covered? – Yes if out of town* Mileage** Per Diem –if eligible Hotel, if eligible
<b>Weekend # 2</b>	\$225.00/day	\$195.00/day	LF Expenses Covered? – Yes if out of town* Mileage** Per Diem –if eligible Hotel, if eligible
<b>Comp Intro Evaluation</b>	Evaluator Fee for On-Field Evaluation: \$125.00	N/A	LF Expenses Covered? – Yes if out of town* Mileage** Per Diem –if eligible Hotel, if eligible
<b>Comp Development Evaluation</b>	TBA	TBA	TBA

**\*\*Mileage paid when instructor meets the distance requirement**

### *Eligible Expenses for Learning Facilitators and Coaching Instructors*

Mileage – when trip exceeds 75 km one way	Hotel – to be arranged by the Softball BC Office	Ferry Charges – for instructor and his/her vehicle only
Flight if required – to be arranged by the Softball BC Office		

If you have any questions about what may or may not be an eligible expense please contact Softball BC.

### *Non-Eligible Expenses for Learning Facilitators and Coaching Instructors*

Cell Phone Charges	Meals, where per diem has been paid	

### *Clinic Material (Umpire and Coaching) – Pickup vs. Shipping*

When material is required for an umpire or coaching clinic, Softball BC will use the most economical means to get the material to the instructor. Clinicians are welcome to pick-up the material from the Softball BC office; however, mileage and bridge tolls (where applicable) will not be paid.

### **Meal and Per Diem Allowances**

Where travel is for a partial day, only meals that are applicable to that portion of the day will receive per diem rates. Where a meal is provided, without charge, no per diem will be extended to the employee/representative for that portion of travel. For travel outside the Province of British Columbia by staff or a member of the Board of Directors per diems may be sent a minimum of 1 week prior to the first day of travel. For all other per diem expenses an approved expense form must be submitted for payment at the completion of the event.

### **Private Vehicle Usage**

Where a private vehicle is used on behalf of BCASA for travel to a meeting or approved event, reimbursement will be as follows:

*Effective January 5, 2015 – \$0.45 per kilometer*

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The travel allowance does not apply when using a rental vehicle, however, the cost of the rental vehicle may be considered for reimbursement. Reimbursement for rental vehicle requires pre-approval by the BCASA Executive Director.

Toll charges incurred while doing business in a private vehicle may be claimed, with receipt. Parking charges may also be claimed when a receipt is provided.

## Vehicle Damage Reimbursement

Where an employee/representative's private vehicle is damaged while in use on the behalf of BCASA, the organization shall reimburse the lesser of the actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$500 per occurrence, for:

- Damage caused to the vehicle by vandalism that results while the employee/representative is attending a function on behalf of the organization
- Damage as a result of an accident while doing business on behalf of the organization

This section will not apply where a court holds the employee/representative or driver of the vehicle guilty of willful, wanton or gross negligence.

## Commercial Transportation Charges (Air Travel)

Where transportation by commercial (air travel) has been designated as the mode of travel by BCASA and the employee/representative requests to use his/her private motor vehicle instead and BCASA approves such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/representative taken the designated commercial transportation.

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred by BCASA had personal travel not taken place. Per Diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place. The employee/representative must inform the Executive Director of his/her intent to combine personal and business travel prior to departure.

## Accommodation Charges

BCASA will book accommodations for most travel. At some events the host association is required to book accommodation for supervisor(s) or the Umpire-in-Chief. These events include: Supervisor at a Western Canadian Championship; UIC at a Western Canadian Championship. For Provincial championships, if the Board Rep and/or UIC are from out of the area then Softball BC will book, and pay for, accommodation for these BCASA representatives.

Employees, Board Members and Funded Representatives must reside more than 75 km's from the event location to be considered for accommodation funding. When BCASA is required to provide accommodation the organization will negotiate the best rate possible.

The largest annual event that requires accommodation is the Annual General Meeting. BCASA provides accommodation funding as outlined below for that event:



#### 100% Coverage - Funded Delegates

Funded delegates include District Coordinators and District UIC's. Delegates must agree to share a room with another funded delegate.

#### 50% Coverage - Funded Delegates

Funded delegates who do not wish to share accommodation with another funded delegate.

#### Zero Coverage - Non Funded Delegates

Non funded delegates include any voting position other than a district coordinator or district UIC. Accommodation for the AGM may be booked through BCASA, however, the delegate is responsible for payment upon check out.

Where applicable, BCASA will pay room and tax only. The hotel may require that each guest provide a credit card at check-in for incidental charges. Accommodations will be booked as double rooms and, unless otherwise requested, room partners will be assigned by BCASA. Full details on accommodation for the annual general meeting are provided annually in the Notice of AGM.

When employees/representatives of BCASA are required to stay in a hotel while away from home on behalf of the organization, BCASA will make arrangements with the hotel for all room and tax charges to be billed directly to BCASA. Details of the accommodation will be sent to the individual traveling prior to the first day of travel.