

# **Ontario Council of Shooters**

## **Volunteer Expense Policy**

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

OCS business is normally directed by OCS 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, OCS Board of Directors will consider opportunities to minimize the distance traveled when selecting volunteers to attend OCS functions or Ministry of Tourism, Culture and Sport functions such as symposiums, etc.
- When possible, volunteers will “car-pool” to minimize costs
- OCS will pay for return travel from an individual’s home when the total distance traveled exceeds 40km
- Vehicle Travel will be reimbursed at \$.45 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
- OCS will pay for Parking, receipts are required

### **Travel by Other Means**

- Volunteers using Public Transportation on OCS 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 OCS business must be arranged prior to travel
- 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 200km 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 OCS with room costs to be managed by the OCS
- 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

#### 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 OCS 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 OCS business. In general, this is meant to apply to individuals who are on the Board of Directors 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.

#### Submitting Expense Accounts

- All expense claims are to be submitted to the OCS office within 90 days
- All expenses submitted after OCS has closed their books for the year are not eligible for reimbursement.
- All expenses require office approval prior to payment.

This policy will be reviewed annually.

Approved by the OCS Board of Directors: May 11, 2019

# Ontario Council of Shooters

## Travel Expense Claim Form

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City & Postal Code: \_\_\_\_\_

Event: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Travel:**

**Economy Fare:** \$ \_\_\_\_\_  
 (Attach flight Passenger coupon or e-ticket receipt)

**Ground Travel**

(When travel by private car is approved, a contribution of \$.40/km will be paid)  
 (The total mileage reimbursement will not exceed the cost of economy airfare)

**Personal Vehicle** \_\_\_\_\_ km x \$.40 \$ \_\_\_\_\_  
**Shared Car Rental (receipt required)** \$ \_\_\_\_\_  
**Taxi all receipts required** \$ \_\_\_\_\_  
**Other** \$ \_\_\_\_\_

**Hotel:**

Attach original receipts

**Daily Rate** \_\_\_\_\_ X \_\_\_\_\_ **No. of Days or Total** \$ \_\_\_\_\_

**Meal Allowance**

\$50. per day, breakfast \$10., lunch \$15., dinner \$25.

**Daily Rate** \_\_\_\_\_ X \_\_\_\_\_ **No. of Days** \$ \_\_\_\_\_

**Other Travel Related (Please specify)**

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

**Total Claim** \$ \_\_\_\_\_  
**Less Advance** \$ \_\_\_\_\_  
**Total Refund** \$ \_\_\_\_\_

If you wish to receive less than the Total Refund value, please enter amount \$ \_\_\_\_\_

I wish to receive my reimbursement by way of:    **Cheque**                      **e-transfer**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

Ontario Council of Shooters does not reimburse for expenses also funded by other organizations.  
 By signing this form you declare you are not obtaining funding for these items from another source.

