



Policy	
Effective Date	
Board Approval	
Review	Annually

Board Reimbursement of Expenses Policy

Summary of Policy

This policy outlines the procedures for Clarington Baseball Association Board of Directors and Volunteer reimbursement for reasonable and approved expenses incurred while performing their duties.

Contents

- Introduction
- Application of Policy
- Policy Guidelines
- Accountability
- Policy Review
- Approvals
- Policy Contact

Introduction

It is expected that from time to time the directors of the Board may incur expenses while performing their duties, and the CBA will compensate directors for reasonable expenses related to their role as approved.

Policy Statement

CBA will reimburse directors of the Board for all reasonable expenses incurred in exercising their responsibilities as a director. This policy will ensure that reimbursement is done in an accountable and transparent manner.

Application of Policy

This policy applies to:

- all expenses incurred by a director in performing their duties and responsibilities as a member of the Board and/or on behalf of the Board such as:
- representing the CBA at conferences, gatherings, meetings;
- being asked to undertake certain specified activities for the Board; and
- participation in CBA Community events in their capacity as a director.

Policy Guidelines

General Expenses Eligible for Reimbursement

- A director may be reimbursed for all Board-related activities, including such expenses as:
- Office supplies (related expenditures that are incurred while conducting business for the Board)
- any other expenses resulting from activities that are appropriate to fulfilling their role as a director.

Conference Expenses Eligible for Reimbursement

Directors who are authorized or required to attend conferences, meetings, on behalf of the CBA shall be reimbursed for related expenses including:

Travel Expenses

- Directors who use a personal car must claim the current per kilometre rate, as determined by Automobile allowance rates - Canada.ca.
- Other allowable expenses include taxis, shuttles, local transportation and parking, related to their role at the conference

Meal Expenses

- Meals not covered with the conference fees will be reimbursed at actual cost or up to \$55.00 per day Canadian and \$55.00 per day US/International.

Other Business Expenses

- Reasonable incidental and business expenses, including faxes, photocopies, courier charges, telephone calls, and mail services may be reimbursed.

Submission of Expenses for Reimbursement

- All expenses must be reasonable and necessary to the business of the Board and must be within the budgetary parameters established by the Board of Directors.
- All expenses by directors must be properly documented and retained in a format which may be reviewed by the Board, or a delegation thereof, from time to time.
- Acceptable proof of payment must be submitted with any request for reimbursement.
- The acceptability of proof of payment will be determined by the CBA Treasurer. The completed form must be signed by the claimant and countersigned by the CBA President or designate, certifying that the expenses claimed were incurred in performance of the claimant's CBA duties.

- It is within the responsibility of the claimant to submit all expense claims for reimbursement in the current CBA Fiscal Year (Oct 1st to Sept 30th).

Accountability

- The CBA Treasurer will determine acceptable forms of proof of payment, original documentation ideally.
- Expense claims must be signed by the claimant and countersigned by the CBA President or designate certifying that the expenses claimed were incurred in performance of the claimant's CBA duties.
- CBA will monitor expense claims to ensure that budgetary parameters established by the Board of Directors are not exceeded.
- CBA Treasurer will report to the President on all expenses claimed on a yearly basis.
- CBA Treasurer will retain all expense claim forms and submitted receipts which may be reviewed by the Board, or a delegation thereof, from time to time.