



GRANDE PRAIRIE REGIONAL  
***SPORT CONNECTION***

Policy Title: Employee & Board Member Reimbursement	Policy Number: 06
Approval Date: February 17, 2026	Review Due Date: November 2027

## POLICY STATEMENT

This policy is designed to assist employees in reporting expenses incurred while conducting Grande Prairie Regional Sport Connection business activities.

Grande Prairie Regional Sport Connection expects employees to act responsibly and professionally when incurring and submitting costs. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips up to 20%, telephone, and purchases made on behalf of the organization.

Grande Prairie Regional Sport Connection does not pay for local travel to and from the office. If employees use their vehicles for business travel, mileage and appropriate parking fees will be reimbursed. Grande Prairie Regional Sport Connection will not be responsible for fuel, maintenance, traffic, or parking violations.

### 6.1 General Guidelines

Grande Prairie Regional Sport Connection requires original receipts for reimbursement of all expenses.

Receipts must be accompanied by a summary which outlines:

- a) The nature of the expense
- b) The name and titles of the individuals involved
- c) The purpose for the expenses
- d) Date of purchase

## 6.2 Expense Summaries

Expense summaries must be submitted with receipts and approved by the Executive Director if employee, or Board Chair or Treasurer for the Executive Director.

- a) All expenses and summaries must be submitted within 30 days for payment.

## 6.3 Travel Guidelines

- a) Employees should take the most economical mode of transportation unless pre-approved.
- b) Employees should fly with the lowest available airfare.
- c) Employees will be reimbursed for the fuel costs associated with renting a vehicle.
- d) Employees should purchase full insurance coverage through the rental company.
- e) Employees are expected to rent the most economical vehicle appropriate for the weather conditions.
- f) Taxi/fares and parking fees are allowable expenses. A receipt is required for taxi fares and parking fees.
- g) Mileage when using one's own vehicle will be reimbursed at \$0.70 per km covering gas and wear and tear on the vehicle for any out of city limit travel.
- h) Passengers may not claim a mileage allowance.
- i) Grande Prairie Regional Sport Connection does not assume responsibility for any damage to the automobile when used for business travel. Members should establish with their insurance agent whether it is advisable to take out supplementary business insurance for such trips. Commuting costs between the residence and place of employment or between two places of employment will not be reimbursed.
- j) Carpooling is encouraged.
- k) Employees will be reimbursed for reasonable hotel accommodation. Grande Prairie Regional Sport Connection will reimburse accommodation starting the night before the GPRSC-related business and no longer than the night of the conclusion of the GPRSC-related business.
- l) Reimbursement for meals when traveling on Grande Prairie Regional Sport Connection business will be limited to reasonable amounts in the particular circumstances and must be supported by an original receipt. Meal receipts must be handwritten to identify reason for meal. Alcohol is limited to one glass.
- m) If a bill or receipt is not issued the standard allowance for meals are as follows:
  - Breakfast \$15
  - Lunch \$20
  - Dinner \$25
- n) When meals are provided for at the organized event, no claim for meals may be made.

o) The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses occurred by spouses, children, or relatives
- In-room movies or video games