



TRAVEL POLICY & PROCEDURES

Ontario Association of Archers Inc.

Operating as ARCHERY ONTARIO

Updated May 1st, 2024

NEW / OF NOTE: ALL matters relating to GOVERNANCE, including the policy and procedures with respect to Finance and Travel are the SOLE RESPONSABILITY of the Board of Directors. Should there be questions or needing information or clarification relating to policy and/or matters of finance, an email can be sent to administration@archeryontario.ca with copy to both president@archeryontario.ca and vpadmin@archeryontario.ca Thank you!

APPLIES TO: Archery Ontario Board of Directors, Athletes & Coaches, Officials, Team Managers & Representatives, Judges & Technical Delegates (**NEW**). May include volunteers in exceptional circumstances. Exceptional circumstances need email response to pre-approval request made to President or VP, Administration. (**NEW**).

GENERAL

AO Travel Policy provides for necessary and reasonable travel expenses incurred for authorized AO business. The intent of these guidelines is that payment be fair, equitable, and efficient for both the traveler and AO. These guidelines have been designed to be easy to understand and administer. Expenditures of AO funds for travel must occur in furtherance of the organizations mission, and a business purpose must exist for each instance of expenditure. The traveler is responsible for reading and understanding this policy before planning and commencing travel for AO. The traveler must complete and submit appropriate forms in a timely and accurate manner, accompanied by sufficient documentary evidence to demonstrate that the expense was incurred, reasonable, and business related. When deciding whether to request reimbursement for an item, the traveler should be able to answer yes to each of the following questions:

1. Was the expenditure necessary to the conduct of AO business?
2. Would a prudent employee have incurred this expense?
3. Did I spend this amount of money?
4. Is it reasonable to request and to expect travel reimbursement?

SCOPE

Applies to all travel expenses regardless of the source of funds. This travel policy applies to AO Board of Directors/Athletes/Coaches/Officials/Team Managers/Representatives/Judges/Technical Delegates/Volunteers traveling on or using funds administered by AO. Official travel is defined as movement on official business of the

AO from one's home or normal place of residence to another destination and return from there either to one's normal place of residence, home, or next official business destination.

PURPOSE

The purpose of these guidelines includes providing guidance to travelers, travel arrangers, approvers, and auditors using cost effective strategies related to travel expenses; defining the responsibility and accountability of the traveler and the Board of Directors for AO related business travel; setting the rates of reimbursement for travel on AO business; defining consequences of not adhering to the said guidelines. A traveler on AO related business has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-effective means available to meet the programmatic requirements of the trip. The traveler is responsible for prompt submission (**within 30 days**) of travel-related expenses. Authority and responsibility for approval and control of travel rests with the Board of Directors. Travel expenses are payable only when required approval(s) are appropriately obtained. Prior to travel, the traveler must receive Board of Director approval. If approval is not received, expense will not be reimbursed.

ACCOUNTABILITY

Travelers are liable for overpayments that may be discovered in a post-audit review. Discovery of fraudulent practice by travelers while on authorized AO business is cause for dismissal as well as other consequences that may be determined. All persons traveling on behalf of AO and those who approve expense reimbursement are responsible for knowledge of AO Travel Policy and Procedures. All travel expenses are subject to audit by AO and external auditors.

EXPENSE RATES

Travelers are expected to utilize the least expensive, most direct, and cost-efficient means of transportation available. This includes rental vehicles, taxis, and transporter services. Groups traveling to the same destination should consider sharing ground transportation when possible. Expenses will be reimbursed according to the following table below. Archery Ontario will not reimburse for costs above the specified rates.

TABLE

Expense	Rate	Notes
Travel – Mileage Judge & Technical Delegate NEW	\$0.52 per Kilometer MUST include Google Maps.	\$0.52 / km for mileage (including travel from home to the hotel + daily trips to the tournament/venue/event site and return.

Honorarium – Judge & Technical Delegate NEW	\$100.00 per Day / 50\$ half day (includes food) NO receipts necessary.	Recipient has option to donate all/ part of their fee to Athlete Development in Ontario.
Accommodations- Judge & Technical Delegate NEW	Maximum - \$200.00 per Day	Option of single room accommodation at host hotel (if any) or up to \$200 per night/ can be used to purchase a stay.
Judge Attire	(1) Judge shirt upon confirmation of provincial judge status and replaced every 4 years of active judging.	
Judge Equipment/KIT	Kit Reimbursement of up to \$100 for the purchase of equipment required to judge including magnifier, tape measure, barebow ring, arrow gauge, scale for draw weight, and other reasonable items as determined by the chair of the provincial judge committee. One Time Reimbursement.	
Travel – Mileage	\$0.52 per Kilometer Round Trip to meeting/conference/venue. MUST include Google Map from home to destination.	Travel ineligible if living within 50 km of destination.
Honorarium - Board of Directors Meetings	2 in-person mtgs / Fall AGM \$50 per Day + Spring Planning \$50 per Day (may actively participate online and collect the 50\$ Honorarium). NEW	NEW / 2 mid session meetings to be held Online for updates (1-2 hours each/max.) @ 25\$each. * Board member has option to donate all/ part of their fee to Athlete Development in Ontario.
Accommodations - Board of Directors / Team Leader / Manager / Coach or AO Representative NEW	Maximum - \$200.00 per Day	Board of Directors pre-approval required to exceed \$200.00
NEW / ALTERNATE ACCOMODATIONS	Member of the board or AO Representative may stay overnight with family living nearby, in destination city/town.	60\$ per night NO receipt required. DOES NOT include camping.
NEW / Food Per Diem	Food Allowance (up to 50\$ per day) for 3 meals B+L+D	B is 10\$ + L is 15\$ + D is 25\$ No receipts required.
Air/Train/Rail Travel	Lowest Economy Fare up to \$750.00	Board of Directors pre-approval required. Must include boarding pass to seek reimbursement.
Car Rental is Compact Car - Mandatory	DO NOT claim mileage for Rental Car. If a Van is required for teams, Board pre-approval is required. Board of Directors pre-approval required for vehicles larger than compact.	Proof of proper insurance by driver and signed forms by participants 18 (and over) and/or parents of participants 17 and under.

NEW / DEFINITIONS/Q&A

- 1) What is a **Technical Delegate**? A Technical Delegate has a particular skillset that allows for archery events to run smoothly. For Example, the *Director of Shooting* for the Outdoor Target Championship, who runs the shoot down/match play grids. A technical Delegate could also be a representative of the Board of Directors who takes on the role of *Project Manager* for a specially funded tournament that is happening for the first time and requires an “on the ground – go to person” to coordinate people at the event, in a timely manner to have a successful event.
- 2) What is an **Archery Ontario Representative**? A member of the Board of Directors who is attending an important meeting like representing Ontario (PSO) at the Archery Canada Annual Meeting. This may also be a member of the board who attends a conference or workshop or completes training on behalf of AO(the PSO) in order to gather information that is pertinent to the operational plan of the organization and will report back to the board about/on the event and engage in conversation with board members on how to use the information to advance the PSO work in alignment with an objective or set goal of the organization. This is usually an activity directly tied to funding (i.e. recruit, develop and retain Women In Sport/providing an opportunity to try archery for Newcomers to Canada/past 5 years or less/activities centered on gender equity, and/or based on government priorities).
- 3) What is the difference between a **Per Diem** and an **Honorarium**? Per Diem is commonly used to describe a daily monetary allowance or a sum of money that a company/organization pays someone while travelling for business. This money is designed to pay for a variety of costs, including food. An honorarium is a payment made in exchange for rendering a service or activity like participating in an event, meeting, conference, convention, or activity.

Team Athletes

Archery Ontario may reimburse athletes for expense related to the following events like Canada Winter Games / Ontario Summer /Winter Games / Archery Ontario Training Camps. Expenses eligible for reimbursement for each event will be communicated by Archery Ontario in advance of registration for the event.

TIMELINESS

All travel expense reimbursements to travelers must be accounted for within a reasonable period of when the expense was incurred. Accordingly, to be considered timely, all reimbursement requests should be received within 30 days of when the expense was incurred. Travel expenses submitted that are not properly approved or that do not include appropriate documentation will be returned to the traveler for correction. If receipts are lost, the traveler should obtain a replacement receipt to accompany the travel request.

SPOUSAL TRAVEL/DOMESTIC PARTNER/OTHER DEPENDENT TRAVEL

No travel expenses, transportation, lodging, meals, or registration fees, etc., for spouses or other persons accompanying travelers on AO travel will be reimbursed/paid. When a traveler and a guest occupy a double room, the single room rate will be reimbursed, and must be noted as such on the travel expense voucher; however, if applicable, the additional cost of the room will not be included. If a person on official travel is accompanied by a person not on official travel, and the expenses for

travel, accommodations, or other services are incurred jointly by such persons, then reimbursement by AO to the person on official travel is limited to the actual expense attributable to the traveler or to the amount that the traveler would have incurred if traveling alone.

DOCUMENTATION

Travelers are reimbursed for expenses properly approved and documented. Prior to travel, the traveler must submit a Request to Travel form to the AO Office Administrator and receive approval from the Board of Directors. Time, effort, and confusion are minimized when travelers complete their expense reports fully and accurately and submit them on a timely basis upon trip completion.

Travelers must use the AO Expense Report Claim form when submitting for reimbursement to the AO Office Administrator. If receipts are lost or misplaced, the traveler should obtain a replacement receipt to accompany the expense report, or those expenses will not be reimbursed. When completing the expense report, make sure you are filling out the most recent revision of the form. All expense forms and receipts should be submitted as one pdf document – **Within 30 days of the event.**