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| <b>Policy Area:</b> Members                                  | <b>Subject:</b> Expense reimbursement                       |
| <b>Title of Policy:</b> Travel Exps for Award Recipients     | <b>Number:</b>  |
| <b>Effective Date:</b> January 1, 2018                       | <b>Created by:</b> Sonia Schina (Executive Director)        |
| <b>Approved Date:</b> March 7, 2018<br><b>Revision Date:</b> | <b>Approved by:</b> Ron Ostermeier (President) and 4 others |

**1. Rationale or background to policy:**

The BC Archery Board or BC Archery President may nominate a member for an award sponsored by an affiliated association\*. The receipt of these awards may require travel to an event and purchase of event tickets. The Board recognizes the importance of supporting their members, and thus may submit nominations and cover any directly associated costs and travel for the nominated member to receive their award.

**2. Guidelines:**

Award recipients (and Presenter, if any) will get approval of travel and other associated costs prior to any purchases/expenditures. Approval may be given by the President or the Executive Director and will follow established reimbursement rates for travel, accommodations and per diems.

If the award presentation is held within the Province, BC Archery will cover the costs for the recipient and one guest to attend the event, along with one Board member to present the award and the Board member’s spouse/significant other. Accommodations and per diems will be based on one-night maximum. (See Note below)

If the award presentation is held outside the Province, BC Archery will cover the cost for the recipient to attend the event, and for one Board member if required to present the award. Accommodations and per diems will be based on two-nights maximum (1 night for the event, 1 night for travel)

**3. Procedures:**

Upon notification of nominee’s presence being required at an award event (as an award recipient or award finalist), determine travel arrangements and purchase necessary event tickets based on the above guidelines. Any costs paid by the nominee/recipient will be reimbursed upon submission of receipts, based on the above guidelines and following current travel reimbursement rates as set by BC Archery. Travel reimbursement rates are not detailed in this policy.

\*Affiliated Associations may include, but are not limited to, SportBC, viaSport, BC Games Society, Archery Canada, Coaching Association of Canada.

Note: Community awards are excluded from cost/expense reimbursement as the recipient would be living in or near the community for which they were nominated. Example: SportBC Community Sport Hero awards