



POLICY ON REPRESENTATION AND TRAVEL EXPENSES

Generalities

The Board of Directors determines the eligible expenses for volunteers ("Volunteers") and employees.

While Volunteers offer their time free of charge, they must be reimbursed for expenses incurred in the course of their activities.

Whenever possible, technological tools are preferred for the organization of meetings in order to limit Golf Québec's expenses.

Submission of Claims

Claims for representation and travel expenses must be accompanied with receipts, if applicable, and must be forwarded to the Golf Québec office within 30 days of the date they were incurred and no later than November 30 (end of the fiscal year). The Representation and Travel Expense Claim Form ("Form") must always be used. It is available online and should be returned by e-mail to comptabilite@golfquebec.org.

Approval of Claims

The Executive Director will approve claims received by the 15th of each month. Thereafter, they will be reimbursed by the Golf Québec office, by bank transfer, on the 30th of each month. In the case of a first claim, a cheque specimen must be submitted with the expense claim form.

Who Can Submit a Claim

Regional directors, volunteers, governors, committee chairs, regional association presidents, Golf Québec directors and employees may claim for Board meetings, committees, annual meetings, Golf Québec tournaments, course ratings, and authorized training sessions. Directors attending other meetings or functions where their presence is required must obtain prior approval from the Executive Director.

Transportation

Car transportation expenses may be claimed (see the Form for current rates). The cost of renting a car may be claimed if the cost does not exceed the cost of operating one's own vehicle. Air travel at the most economical rate possible may be claimed. Parking fees may be claimed where necessary. If a rental vehicle is not available, the fare for taxi transportation will be paid for approved meetings, tournaments or other functions. Where possible, volunteers and staff should travel together.

Meals - Tournaments

As a general rule, Golf Québec staff will arrange to open an account for food and non-alcoholic beverages at the event site. Volunteers may sign on the Golf Québec account for their own consumption only. In general, only breakfast and lunch will be provided. Dinner will only be provided if authorized by the Executive Director. Meals taken off-site must be authorized by the Executive Director if circumstances so require and if claims for meals are made in accordance with the per diem rates indicated on the Form and in accordance with this policy.

Accommodation

Golf Québec has negotiated preferential rates with selected hotels in major centres. Accommodation costs will not be reimbursed if the location of the meeting, tournament or other activity does not require the volunteer or employee to stay in a hotel overnight. Golf Québec staff will make all arrangements for accommodation.

Other expenses

Other representation and travel expenses shall be approved in advance by the Executive Director for reimbursement to the Volunteer or employee.

Changes to the approved expense policy

The Board of Directors may amend this policy at any time. The policy and any revisions to it will be circulated to all concerned individuals after receiving the approval of the Board of Directors.