



Policy 2: Reimbursement of Expenses

Effective Date	February 25, 2008
Board of Directors' Motion #	

Employees will be reimbursed for out-of-pocket expenditures and/or travel expenses incurred by them on behalf of the Alberta Bicycle Association ("ABA") provided that such expenditures and/or travel have been pre-approved by ABA. All claims for expenditures, other than private auto mileage, must be accompanied by a receipt.

The ABA will endeavor to provide transportation to Board and Committee meetings. Board and Committee members are asked to carpool with other members or ABA staff. If a Board or Committee member decides to drive on their own, when transportation is available, they will only receive 50% mileage reimbursement. As well, if a Board or Committee member is also attending a race on the same weekend in the same area as the meeting, they will only receive 50% mileage reimbursement.

If Board or Committee meetings are scheduled past 8:00 pm or before 10:00 am and require travel, the Alberta Bicycle Association will provide accommodation for those members asked to travel. If a Board or Committee member books their own accommodation, they will be reimbursed at the rate below.

The Alberta Bicycle Association assigns rooms at Board and Committee meetings based on Board and Committee members sharing double rooms with another Board or Committee member or staff of the same sex. If a Board or Committee member wishes a room for themselves, which would normally have been shared, the Board or Committee member will be expected to pay 50% of their accommodation.

TRAVEL EXPENSES will be reimbursed based on the schedule in *Appendix A*:

The ABA will not reimburse staff for

- Expenses claimed by an employee as a tax deduction.
- Expenses normally recoverable from a third party.
- Expenses that are not incurred for business purposes.
- Late payment interest on credit cards.
- Parking, traffic, or other fines and penalties.

All variances from the standard policies must be approved by the Executive Director or President prior to expenditure.