



Board Member and Coordinator Expense Policy

As a Board Member or Coordinator of the Surfing Association of Nova Scotia (SANS) you may be eligible for reimbursement of personal expenditures under limited circumstances and Board pre-approval. SANS is a not-for-profit organization with limited resources. This expense policy defines eligible expenses as well as the expense submission process.

Expense policy:

SANS will refund pre-approved expenses of Board Members or Coordinators incurred on behalf of the organization. Board Members or Coordinators who incur personal expenses on behalf of SANS and provide proof of their expenses within 60 days will be eligible for refund.

The scope:

This policy applies to all Board Members and Coordinator positions.

Reimbursable expenses:

SANS will reimburse Board Member or Coordinator expenses that are related to:

- Mileage*
- Tolls or Ferry charges
- Office supplies
- Event supplies (e.g., contests, cleanups, meetings)

**See separate process for Mileage reimbursement*

Non-reimbursable expenses:

SANS will not reimburse the following expenses:

- Any credit fees or late payment charges
- Fines or tickets incurred while conducting organization-related work

Expense submission process:

1. Keep all original receipts for reimbursable expenses.
2. Email a copy/picture of the receipt to the SANS Treasurer
3. Provide the business purpose for the incurred expense.

Mileage:

Under specific circumstances and upon pre-approval of two voting Board Members, the organization is committed to reimburse Board Members or Coordinators for mileage incurred for organization-related purposes. Approving Board members must consist of one (1) co-chair, one (1) voting member. Approvers may not be recipients of the reimbursement.

The Board may also approve mileage reimbursement for volunteers or non-board members on a project-specific basis. The mileage allowance rates are as follows:

Travel totaling less than or equal to 50 kilometers round-trip:



- 68¢ per kilometer (in conjunction with CRA prescribed rates) **

**The organization will not reimburse for mileage in addition to expenses related to the same use of the vehicle (e.g. gas expense).

Travel totaling more than 50 kilometers round-trip:

- Gas invoices and toll expenses (*members must fill up their fuel tank before departure and provide an invoice of the cost to fill the tank back to its original departure level*)

Mileage expense submission process:

1. Submit a report of kilometers driven along with reasonable support to corroborate the kilometers driven. Reasonable support could be a picture of the odometer before and after or a Google/Apple Maps screen grab.
2. Provide the business purpose of the travel.

(All mileage submissions are subject to independent Board member review and could subsequently be denied if deemed unreasonable.)