

## **Saskatchewan Archery Association Inc. Policies and Procedures**

Approved by the SAA Board of Directors (November 2024)

### **EXPENSE CLAIM GUIDELINES**

#### **Noteworthy**

- Deliberate misuse of the following may lead to removal of duties.
- Receipts must accompany all submissions for reimbursement. Alternate accommodations, per diem, meal allowance, and mileage are exempt.
- Any criteria not stated in these guidelines will be reviewed and will require approval by the Board of Directors.
- Accommodations will be paid if distance greater than 150 km one way. Receipt is required. Special circumstances will be reviewed by the Board of Directors.
- Mileage is calculated from your home to venue round trip.
- See APPENDIX III – REIMBURSEMENT FEES for current alternative accommodation, mileage and per diem rates as per current CRA rates.

#### **Board of Directors**

- Expenses deemed eligible are attending SAA board meetings, members meetings and meetings on behalf of the SAA (i.e. Sask Sport meetings).
- Attendance at Board of Director meetings \$100.00 /day honorarium.

#### **Board of Director Committee and Virtual Director Meetings**

A committee meeting is defined as a meeting that results in business action and work take away. It must consist of a minimum of 3 board members and be set at a scheduled timeframe.

Committee meetings will be paid to the directors upon submission of the Committee meeting expense claim form at the following rates:

- Honorarium:
  - (a) 1 hour meeting - \$25 honorarium paid
  - (b) 2 hour meeting - \$50 honorarium paid
  - (c) 3 hour + meeting - \$100 honorarium paid

#### **National Meetings**

- Can claim mileage **or** cost of return economy airfare (ticket required), accommodations, car rental / tax, and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- Honorarium:
  - (d) 1 hour meeting - \$25 honorarium paid
  - (e) 2 hour meeting - \$50 honorarium paid
  - (f) 3 hour + meeting - \$100 honorarium paid

#### **Coaches (appointed by SAA)**

- Can claim mileage **or** cost of return economy airfare (ticket required), accommodations, car rental / tax and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- Honorarium:
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour

### **Officials & Judges (appointed by SAA Officials Coordinator)**

- Can claim mileage **or** cost of return economy airfare (ticket required), accommodations, car rental / tax and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- Honorarium:
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour
- A judge cannot compete in the same event that they are officiating.

### **Clinic Facilitators – NCCP Coaching Clinics, Introduction Clinics, Officials beginner Clinics,**

#### **Coaching Clinics and Judging Clinics**

- Can claim mileage **or** cost of return economy airfare (ticket required), accommodations, car rental / tax and airport parking.
- Receipts are not required for per diem meals and/or mileage. Any contribution to expenses by another organization will be deducted from the payment by SAA.
- Honorarium (facilitator only):
  - (a) Half day (4 hours and under) - \$100 honorarium paid
  - (b) Full day (5-8 hours) - \$200 honorarium paid
  - (c) Additional hours (after 8 hours within reason) - \$25 per hour
- For Coaching Certification & Training, clinic fees will be reimbursed upon completion/certification. Formal documentation must be submitted for reimbursement.