# Manitoba Orienteering AssociationExpense Policy27 September 2022

This policy deals with the reimbursement of expenses incurred by employees, directors, program administrators/committee members, clinic organizers, meet organizers and provincial team members of the Manitoba Orienteering Association.

## Mileage

* Mileage reimbursement will be made for the following:
	+ Travel to/from a meet site for the organization of events including clinics
	+ Directors travel to/from a board meeting.
	+ Employees travel for board authorized activities.
	+ Travel to/from a Bingo event.
	+ Mileage reimbursement where the board has approved the expense.
	+ Provincial Team travel
* Mileage will be reimbursed at the rate of $0.40/km.
* Mileage will be reimbursed when accumulation reaches 100 km.

## Accommodations

* Overnight accommodation is reimbursed for those nights reasonably necessary to attend board meetings or carry out MOA business. Accommodations for other than board meetings should be approved in advance.

## Clinics

* Up to one half of the net revenue (clinic fees less expenses) will be given as an honorarium for organizing the clinic. It is up to the clinic organizer to submit a report with receipts detailing how the honorariums should be paid. Expenses include mileage, prizes, refreshments, maps and accommodations.

## Provincial Team

* The criteria and amounts that can be claimed for Provincial Team members are announced each year.
* Eligible expenses include entry fees, mileage, travel and accommodations for the Canadian Championships and other out-of-province competitions identified each year.

## General

* Receipts for all eligible non mileage expenses must be submitted with the Expense claim. Receipts should be the original receipt and should show the suppliers GST registration number and GST paid. Copies of a credit card or bank statement showing an expense are not acceptable.
* Non-mileage expenses include but are not limited to office supplies, storage fees for orienteering equipment, and communication costs.
* Expense claims must use the MOA Expense Claim Form.
* Expense claims must be submitted within 6 months of the earliest expense on the form or within 1 week of the fiscal year end (i.e. by 7th January) whichever is earlier.
* Expense claims are to be approved by the President and Treasurer.

# Expense Claim Form

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| **Submitted by:** | **Signature:** |
| **Date:** |
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| **Date** | **Explanation** | **Amount** |
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| **Total Claim** |  |
| **Office Use:** |
| **Date Paid:** | **Cheque No.:** | **Initials:** |

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