

Manitoba Orienteering Association (MOA)

Expense Policy

21 May 2026

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.
 - 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.

Manitoba Orienteering Association Expense Claim Form

Submitted by:	Signature:
Date:	

Date	Explanation	Amount
Total Claim		

Office Use:

Date Paid:	Cheque No.:	Initials:
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Manitoba Orienteering Association Inc.
 315 – 145 Pacific Avenue
 Winnipeg MB R3B 2Z6

Email: info@orienteering.mb.ca
www.orienteering.mb.ca