



MHYSC Staff and Board of Director Travel/Expense Policy

Policy Type: Financial/Administrative

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Approver: MHYSC Board of Directors

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Travel and Expense Policy.

This policy has been created to ensure that when Staff or Board of Directors are travelling on Official Club Business they are reimbursed accordingly. The following policy covers meal, travel, hotel expenses.

Meals:

- Staff/Board of Directors who are away on MHYSC official business can expense up to \$75.00 per day, (local currency). This would include Breakfast, Lunch and Dinner. Receipts must be supplied and handed in with the expense report. Alcohol cannot be expensed

Hotels:

- Hotels for the event must be pre-approved by the President prior to booking. Hotels can either be booked directly by the Club using the Club Credit Card with the receipt being submitted to the General Manager
 - If the hotel is booked personally by a Staff Member or Board of Director and pre-approved by the President, receipts must be submitted for reimbursement along with expense report to the Club's General Manager

Travel:

- Flights that are required to attend an event must be pre-approved by the President prior to booking. Flights can be booked directly by Staff using the Club Credit Card with the receipt being submitted to the General Manager
 - If the flight is booked personally by a Staff Member or Board of Director and pre-approved by the President, receipts must be submitted for reimbursement with expense report to the Club's General Manager
- If a rental car is required for any travel beyond 300 kms this must be pre-approved by the President prior to booking. Rental cars can be booked directly by Staff using the Club's Credit Card with the receipt being submitted to the General Manager. Additional Car Insurance must be purchased at the time of the rental for the use of the vehicle



- If the rental car is booked personally by a Staff Member or Board of Director and pre-approved by the President, receipts must be submitted for reimbursement with expense report to the Club's General Manager. Additional insurance must also be purchased at the time of the rental for the use of the vehicle the use of the rental
- If the Club Credit Card is available for the trip, this can be used for filling the rental with gas. Receipts must be submitted to the Club's General Manager
- All 407/toll expenses can be expensed. Receipts must be submitted for reimbursement with expense report to the Club's General Manager

Medical Insurance:

- Staff or Board Members travelling outside of the Province or Country, MHYSC will provide additional Medical Insurance through Blue Cross or a similar provider

Revision History

Rev. #	Date	Revisor	Comments
0	February 7, 2023	Carl Horton	New Document