



## **GOLF NEW BRUNSWICK**

### **EMPLOYEE & VOLUNTEER EXPENSE & PROCEDURE POLICY**

#### **Purpose:**

Volunteers are an integral part of fulfilling Golf New Brunswick's (Golf NB's) vision, mission and strategic priorities. Golf NB will reimburse volunteers for expenses incurred while conducting Golf NB authorized business. The Expense Policy and Procedures are therefore designed to define and guide in the authorization and reimbursement of expenses at Golf NB in a clear, transparent and equitable manner.

#### **Policy:**

This policy applies to all claims for expenses paid by individuals for Golf NB related activities to be paid by Golf NB. Claimants include employees, volunteers, board of directors, as well as contractors and consultants as per employment contract. All individuals involved in submitting claims or authorizing their reimbursement are required to exercise good judgment to ensure Golf NB funds are used in a responsible, conservative and reasonable manner and in accordance with this policy and its related procedures.

Expense claims may be related to travel, accommodations, meals, or associated activities. To be eligible for reimbursement, activity must be authorized by Golf NB and be supported by proper receipts that itemize HST. In scheduling travel, Golf NB Staff will consider opportunities to minimize the distance travelled when selecting individuals to work at Golf NB functions. When possible and when it is safe to do so, individuals will "car-pool" to minimize costs.

#### **Travel by Personal Vehicle:**

Claimants driving their own car while on authorized Golf NB business will be paid at a rate of .40 cents per km.

Golf NB will reimburse for parking; receipts required.

Golf NB reserves the right to authorize travel by other means, such as air, train, rental car, Golf NB vehicle, if deemed to be more cost effective than travel by personal vehicle.

#### **Travel by Other Means:**

Prior approval must be received for all other forms of travel including airfare, bus, train and rental car. Rental vehicle – one must obtain the rental company's collision protection, unless otherwise insured.

#### **Accommodations:**

Accommodations for Golf NB championships and select meetings will be arranged by Golf NB. A "master hotel account" will be established by Golf NB, with the room and tax charges billed directly to Golf NB. Miscellaneous charges will not be paid.

Where a "master hotel account" is not established, all accommodation expense requires prior approval from Golf NB. Prior to seeking approval, individuals booking accommodations will use hotels and motels providing competitive rates based on the local market. As a guideline, overnight accommodation will not be paid when an individual is attending a single day event within 200 km of their home.

#### **Meals:**

When on authorized travel, Golf NB will reimburse eligible meals by way of an allowance of \$10 for breakfast, \$15 for lunch and \$25 for dinner. Meals may not be claimed if a meal was prearranged as part of the event or activity. An allowance for breakfast and/or dinner may be paid under the following circumstances: an overnight stay is required; a very early start (before 8:00 am) is required; or a very late day (after 6:00 pm) is required. An allowance for lunch may be claimed if lunch is not otherwise provided.

Accounts at Tournament Sites: When convenient to the Host Club, a master account may be opened for food and beverages (alcoholic beverages are prohibited) only by the Site Coordinator or Golf NB Staff.

Reimbursement for personal consumption of alcohol is prohibited.

**Other:**

Pre-authorization should be sought for all other expenses incurred to conduct Golf NB business, i.e. long distance phone, cellular phone, postage, office supplies.

**Procedure for Submitting Expense Claims:**

An “expense claim form” must be completed and submitted not later than **thirty (30) days** after the event or activity, along with copies of supporting receipts.

A Golf NB staff member will be assigned as the Approver and is responsible to approve the completed expense form. Approvers shall exercise great care to uphold the principles and requirements outlined in this policy. Administration will administer the expense claim process ensuring claims are fair, reasonable and consistent with this policy.

Individuals will be reminded of the deadline for final submission of expense claims in the fiscal year. All expenses submitted after Golf NB has closed their books for the year are not eligible for reimbursement, unless prior notification has been received.

**Expense Claim Forms:**

Expense forms can be found online by [CLICKING HERE](#)