



Manual of Operations

Title: Reimbursement of Expenses	Number: MO-03-03
Source: Finance Committee	
Approved By: WGHA Board	Date Approved: March 2024 Date Last Reviewed June 2024

WGHA will pay fair and reasonable expenses necessary for the day to day activities of the Association.

Written requests for travel and expense reimbursement should be submitted to the Treasurer. Allowable expenses may include, but not be limited to:

- Meeting facilities
- Tournament pre-registration
- Travel and accommodation expenses for non-parent coaching staff
- Reimbursement for required credentials and certifications.

Expense Reimbursement Procedure

Transportation

Travel by personal automobile is reimbursable at the Canada Revenue Agency standard mileage rate in effect at the time travel commences. Parking and toll charges are reimbursable at actual cost when traveling by personal or rental automobile and when not considered commuting expenses.

Reimbursement for air travel is made at coach class air fare by most direct or most economical route from point of origin (traveler's normal home address) to the destination. Discounted air travel is encouraged.

Reimbursement for bus or train travel if required is made at coach class fare by most direct or most economical route.

Accommodation

The cost of a single guest room is reimbursable for the evening prior to the meeting/tournament, if necessary and the nights of the meeting/tournament. If an additional night's stay is required because of inability to schedule a flight out or drive home, the cost of the room is reimbursable when authorized by the President, or Treasurer.



Manual of Operations

Title: Reimbursement of Expenses	Number: MO-03-03
Source: Finance Committee	
Approved By: WGHA Board	Date Approved: March 2024 Date Last Reviewed June 2024

All charges against the guest room are the traveler's responsibility upon check-out. Reimbursable items charged to guest rooms such as meals, etc. should be submitted as part of the reimbursement request.

Meals

The reasonable cost of three (3) meals per day, if not provided as part of the event, is reimbursable.

The guidelines for reimbursement per diem, where applicable, are:

- Breakfast \$12.50
- Lunch \$17.50
- Dinner \$25.00

Per Diem cannot be used for the purchase of alcohol. An expense report must be submitted and approved by either the President or Treasurer/

Telephone

Telephone charges relating to Official WGHA business are reimbursable.

Entertainment

Personal entertainment expenses are not reimbursable.

Coaching Staff Credentials

WGHA will reimburse the cost of coaching and trainer credentials upon completion of the certification program.

Individuals registering for the High-Performance Level 1 Coaching Certification pay tuition fee up front and then are eligible for reimbursement from the WGMHA at the rate of \$500 for the first year on an AA or A team (U22, U18, U15), subsequent years at \$250 per year completed with the Association up to a maximum of \$1500.00. In addition, travel expenses (if any) are reimbursable according to the WGMHA travel policies.



Manual of Operations

Title: Reimbursement of Expenses	Number: MO-03-03
Source: Finance Committee	
Approved By: WGHA Board	Date Approved: March 2024 Date Last Reviewed June 2024

Receipts

The following documents are to be attached to the reimbursement request, as appropriate:

- transportation ticket stub;
- Paid bill for lodging;
- Receipts for parking charges; and
- Receipts for all reimbursable items, showing amount, date, place and purpose.

The WGHA member must submit a written request for reimbursement to the Bookkeeper using the Cheque Requisition Form