



**Skate
Sask**

POLICY AND PROCEDURE

Policy No: 0018

Policy Re: Travel & Living

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All individuals travelling on Section business shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither sumptuous nor sub-standard. Transportation and accommodations must be both economical and practical. Rates and conditions of payment and reimbursement are intended to be sufficient to avoid the person being out-of-pocket because of reasonable expenses necessarily incurred while travelling on official business.

Transportation

The mode of travel should be the mode which enables the individual to conveniently attend all meetings, events, etc. without spending too much time travelling.

➤ **Air:**

- Due to the refund policy, WestJet is preferred. The least expensive flight option that does not require excessive travelling hours will be preferred.
- Air travel shall be economy class or equivalent class.
- If an individual chooses to travel by car and mileage is higher than air fare, that individual will be reimbursed up to the cost of the airfare at the deadline date.
- Changes to tickets are to be avoided. Charges incurred for changing tickets should be paid by the traveller unless the Section has requested the individual to change their flight.
- In the event a flight is cancelled the credit belongs to Skate Saskatchewan; should the credit be non-transferrable the individual traveller would be required to reimburse Skate Saskatchewan.
- Seat selection will be made in advance.
- Mandatory luggage charges for one (1) bag

➤ **Private Car:**

- When the traveler uses their private car, the traveler will be reimbursed in accordance with the Skate Saskatchewan mileage rate. Mileage will be calculated from the individuals' permanent residence and return.
- The traveler is responsible for ensuring that the vehicle is adequately insured.
- Skate Saskatchewan assumes no financial responsibility for insurance coverage on privately-owned vehicles.
- The Section is not responsible for reimbursing deductible amounts related to insurance coverage or traffic tickets.
- If individuals are travelling less than 45 km (return trip) by car, the individual may claim \$20.00 / day for mileage.

➤ **Other Transportation Expenses:** The traveler will be reimbursed the necessary costs incurred for bus, taxi, airport taxes and parking.

Accommodations

All accommodation should be booked through the Section Office. Accommodations will be with Skate Saskatchewan's preferred hotel, if available. The Section will utilize reduced sport organization rates and discounts, when possible, at other hotels.

Individuals will be housed in double rooms. Individuals must notify the Section Office immediately if they do not require accommodation as booked. No notification will result in half of the room, including taxes, being charged to the individual.

Local Board Members will be given the option of accommodations or taxi fare to and from meeting venue.

Individuals requesting their own accommodation would be responsible for half of the cost of the room.

Meals

A meal allowance, to a maximum of \$75.00 per day, where meals are not provided (no receipts are required).

- Meals are reimbursed at:
 - \$15.00 Breakfast
 - \$25.00 Lunch
 - \$35.00 Supper/Dinner

Claims for meals may be made as follows:

- Breakfast: If departure is later than 7:30 AM or the return is earlier than 8:30 AM.
- Lunch: if departure is later than 11:30 AM or the return is earlier than 12:30 PM.
- Supper: If departure is later than 5:30 PM or the return is earlier than 6:30 PM.

Skate Saskatchewan is not responsible for the following:

- child care
- care of elderly parents
- care of pets
- gratuities
- upgraded parking
- dry cleaning
- baggage charges (i.e. overweight charges on personal luggage)
 - some exceptions may apply

Out of Section Guests

If an individual is attending an event as a guest invited by the Section or Host Club, all related expenses — including travel, accommodation, and meals — will be covered by the Section or Host Club.

If an individual is attending an event as a representative of the home Section, the home Section will cover all travel-related expenses (e.g., flights, mileage to and from the airport, and airport parking). Skate Saskatchewan will cover the individual's on-site expenses, including accommodations, meals, and local transportation.

Eligibility:

- For individuals serving in a dual role as both coach and official at an event, the Section or Host Club will be reimbursed 50% of their expenses (travel, accommodation and non-group meals). It is expected that any reimbursed expenses will not be passed on to their athletes.
- Officials, with no promotion would be responsible for their expenses – including travel, accommodation and non-group meals.

Approved by:

Board of Directors

Date:

May 2009, Sept 2009, Oct 2011, March 2014, June 2015

Dec 2016, March 2020, June 2020, August 2021, June 2022

Sept 2023, June 2025