

<b><i>Travel Policy</i></b>		
Approved by: Board of Directors November 2017	Last reviewed Date:	Document # CC-POL-017

## **1. General**

1.1: This policy shall set rules and guidelines for the travel of players, staff, volunteers, Cricket Canada guests and directors.

1.2: The Finance committee or Board may approve variations where necessary.

## **2. Approvals and Advances**

2.1; The President is authorised to travel to all Cricket Canada authorised inter-provincial, regional, and national tournaments; and to ICC events where Canada is participating or where he/she has been invited, subject to budgetary considerations.

2.2: The responsible program director or GM/CEO (but not both) is authorised to travel to all international and ICC events where representative Canadian teams are participating.

2.3: Any other travel is to be approved by the finance committee.

2.4: A traveller other than a member of the team (i.e. manager, coach, programme manager) and travelling with the team has the option of reimbursement through either

- Accepting Cricket Canada per diem policy or;
- Actual expenses where receipts will be required

2.5: Team travel is from the home base to where the team is participating. A team consists of a maximum of 14 players, plus coach, assistant coach, analyst and a manager. Travel for any additional staff or players must be approved by the finance committee.

2.6: Advances; Advances are limited to CDN \$50.00 per day except for per diems for senior team members where entire tour per diems will be provided before the start of the tour.

2.7: There shall be per diem equity between mens' and womens' teams

2.8: Youth players shall be provided with per diems in installments for 3 days at a time by the manager. Cash payments are allowed and signatures indicating receipt are required

2.9: Airfare - Only coach class or promotional fares will be paid by CC if there is a rest day is available between the start of the event and arrival at the destination.

2.10: Business class travel is only permitted with the permission of the finance committee and will only be permitted for health and/or other reasons for non-North American travel only.

2.11: The protocol for approval of travel expenses is covered in the Financial Controls policy.

2.12: Documentation - Original receipts for all expenses must be submitted via a PDF attached file/files to the GM/CEO. However if the claimant has chosen per diem instead of actual expenses, receipts are not required.

2.13: Mileage Reimbursement Rate - Reimbursements for mileage are made at the Cricket Canada business mileage reimbursement rate in effect at the time of the trip.

### **3. Payments**

3.1: Reimbursement of expenses to volunteers or occasional staff should be by direct deposit or e-transfer

3.2: Payments to U19 players while touring shall be by cash and signed receipts will be obtained.

3.3: All paid staff positions should be reimbursed by direct deposit only.

### **4. Reimbursable Travel Expenses**

4.1: The following are pre-approved travel expenses.

- Airline Baggage Fees – Cricket Canada will reimburse the cost associated with one checked bag.
- Car rental equal or less than CC approved car rental rates.
- Expenses associated with baggage handling, storage, and tips.
- Fees to confirm seats on a flight.
- Hospitality, if directly related to the Cricket Canada purpose of the trip and may not exceed \$100 per invited person.
- Host/hostess gifts, in lieu of lodging, when the cost does not exceed what lodging expenses would have been.
- Laundry and/or dry cleaning expenses for trips of seven or more consecutive days.
- Lodging expenses
- Meal expenses up to \$70.00 per day when Cricket Canada approved per diems are not used.
- Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to family.
- Local Transportation costs (See local and ground transportation)

4.2: Local and ground transportation: Travel between the local airport and residence is payable by the approved mileage rates by Cricket Canada. Where per diems are chosen as method of reimbursement this expense is NOT to be claimed

4.3: Ground travel at the destination shall be actual and paid against submission of receipt of approved mileage rates by Cricket Canada if a host provides that service. If host/hostess gift is claimed as an expense instead of accommodation expenses, this expense will NOT be claimed.

4.4: Where taxicab receipts are not available or lost, treasurer may allow a reasonable expense in lieu.

## **5. Non Reimbursable Expenses**

5.1: The following expenses shall NOT be claimed as part of the travel expenses.

- Additional travel insurance, travel accident insurance or trip cancelation premiums.
- Alcoholic beverages consumed as part of meal or otherwise while traveling on Cricket Canada business.

- Insurance (both Collision Damage Waiver and Liability) from a car rental agency except when renting a vehicle outside of Canada. The Cricket Canada credit card is used for vehicle bookings and has this benefit under the car rental provisions.
- Additional expenses associated with the cost of first class/business class airfare when not permitted by the finance committee.
- Childcare and babysitting expenses.
- Corporate Travel Card delinquency assessments if applicable
- Costs for commuting between home and the Cricket Canada office for employees
- Costs for personal medications.
- Costs incurred by failure to cancel transportation or hotel reservations.
- Costs incurred by spouses or other dependents traveling
- Entertainment expenses, including movies in hotel rooms.
- Gasoline expenses when the automobile mileage reimbursement rate is claimed.
- Host/hostess gifts, in lieu of meals and lodging, when the cost exceeds what meal and/or lodging expenses would have been.
- Hair styling and haircut expenses.
- Kennel/boarding expenses for pets.
- Laundry or dry cleaning expenses for trips less than one week.
- Magazines or newspaper expenses.
- Other expenses not directly related to the business purpose of the travel assignment.
- Costs incurred for illegal parking or speeding tickets.

### Revision History

Revision #	Revision Date	Approved By	Major Changes or Reason for Changes