



Policy Area: Judging	Subject: Expense reimbursement
Title of Policy: Travel Expense reimbursement at Championship events	Number:
Effective Date: 2015	Created by: Sonia Schina (Executive Director)
Approved Date: March 1, 2017 Revision Date:	Approved by: Director-at-Large (Rick Scammell) and 5 others

1. Rationale or background to policy:

Clarification of expense reimbursements for Judges, requested by the Judge Chair, to assist at Championship events

2. Guidelines:

A certified Judge may be asked by the Judge Chair to assist at a BC Championship event. At events where there is a possibility of both judging and competing at the event, clarification of expense reimbursement is required. This most often happens at the BC Indoors where there may be more than one shooting line.

Judges are asked to be cost-conscious and carpool or share accommodation where possible.

****Please note** that there is no expense reimbursement for persons who have not been requested directly by the Judge Chair or, in the absence of the Judge Chair, the President. If you were asked by members of the host club, or if you volunteered because you accompanied a competitor, we thank you for volunteering your time, however there will be no expenses reimbursed. **

3. Procedures:

The Judge shall submit an expense form, obtained from the Judge Chair, along with all applicable receipts based on the following levels of contribution:

- Judging only: 100% of the following expenses
- Judging and competing: 50% of the following expenses

Expenses include:

- Accommodation paid for duration of event (hotel receipt required)
- Meal allowance (per diem):
 - For each day of the event, breakfast and dinner (as lunch would be provided by the host club, per the Tournament Hosting agreement)
 - Per diems for travel days based on:
 - Venue within 400 kms from home, or when flying: max. 1 day per diem (1 per diem total, not 1 per diem each travel day. Based on a half-day travel each way)
 - Venue more than 400 kms from home: max. 2 days per diem
- Transportation expenses, either:
 - Mileage allowance based on current per kilometre rate plus tolls and/or ferry charges (ferry receipts required), or
 - Airfare (economy class only and max 1 bag), airport parking, rental car (no larger than "Intermediate" class. SUV allowed if in Zone 7 or 8 during winter)