



Leeds Minor Hockey Association Executive Committee

POLICY

POLICY NAME:	Expense Claims & Mileage Reimbursement
POLICY NUMBER:	P09
DATE CREATED:	February 21, 2020
DATE FOR REVIEW:	February 21, 2021

Introduction:

As a member of the Executive and a volunteer to the association, you are not expected to pay for expenses out of your own pocket if the expense is incurred as a direct result of doing your role.

All Executive members that are required to travel as part of their role will be entitled to a mileage reimbursement in accordance with that season's CRA mileage reimbursement amount. The current CRA reimbursement amount is \$0.58 per kilometer for the first 5000kms, and \$0.52 per kilometer after that.

Reimbursement Process:

The expense template must be filled out and submitted to the LMHA Secretary along with scanned copies of all receipts (showing the breakdown) and proof of payment (credit card and debit slips).

For mileage claims, you must include a google map showing the distance from Point A to Point B.

All reimbursements will be reviewed and voted on at the next available meeting with reimbursement happening at the Treasurer's earliest opportunity following.