



TEAM OFFICIALS' EXPENSES – REPRESENTATIVE ONLY

Objective:

It is the policy of the NBMHA that we provide access to funds for Representative Team Officials (non-parent and parent) to assist with expenses incurred because of their position. All costs are to be included in the team budget.

Applicability:

This policy applies to Representative Team Officials on all teams within NBMHA.

Process:

Allowable expenses include meals, transportation expenses and hotel expenses for any team event beyond 90 km of the City of North Bay. Events such as tournaments, TOC's, or regular league games shall be considered as acceptable events to submit expenses for.

Expenses for the Team Officials will form part of the Representative player fees and will be LS item included in the rep team budget.

Team Officials (Head Coach, Assistant Coach, Manager and Trainer):

Team Officials (as a group) may be reimbursed 100 percent of their expenses to a maximum of **\$4,000.00**, subject to the following:

- Should a Team Officials choose to share accommodations with a non-team official, then the Team Official will only be reimbursed 50 percent of the room expense.
- Mileage for all games and tournaments 90 km outside the City of North Bay shall be reimbursed at \$0.40/km (mileage reimbursement includes all vehicle expenses including gas). No vehicle expenses will be claimed or reimbursed for team practices and games within 90 km of the City of North Bay. Only mileage from the City of North Bay to the event destination shall be calculated, trips back and forth at the event shall not be considered as a reimbursable expense.

Should a Team Official choose to share transportation with a non-team official, then the Team Official will only be reimbursed 50 percent of the travel expense.

- If the team charts a bus for a tournament, Team Officials are expected to travel with the team on the bus. No vehicle expenses shall be claimed on these trips.

All accommodation receipts and mileage logs must be submitted to the team manager for approval, and reimbursement will be based on the actual receipt totals.

The maximum daily meal allowance is \$60, **alcohol is not to be included**. For partial days, the following breakdown shall be used (\$10.00 – Breakfast, \$20.00 – Lunch, \$30.00 – Dinner)

The manager must keep a detailed account, including receipts of these claims and reimbursements and shall present them to the NBMHA Board of Directors for review if requested.