

TITLE	TBMFA HOTEL REIMBURSEMENT POLICY
APPROVED BY	TBMFA EXECUTIVE
EFFECTIVE DATE	JANUARY 1, 2018
REVISED DATE	
VERSION	1
POLICY NUMBER	001

PURPOSE

The purpose of the Hotel Reimbursement Policy is:

To establish principles, mandatory requirements and guidelines for reimbursing individuals for hotel expenses.

Ensure fair and consistent treatment of reimbursement of hotel expenses for TBMFA Coaches, Managers and Executive Members.

GUIDELINES FOR ACCOMMODATIONS

- Reimbursement will be limited to the cost for a double economy room at the establishment the team is residing.
- Where reservations must be cancelled, it the responsibility of the claimants to ensure that cancellation is made in advance.
- Penalties incurred for non-cancellation of a guaranteed hotel reservation are the claimant’s responsibility and may be reimbursed only in exceptional circumstance, to be determined by TBMFA Executive.
- Claimants are responsible for all room charges and shall review the hotel bill to ensure all charges are correct.
- Claimants will not be reimbursed for entertainment, laundry, pay TV, alcohol, internet or any other incidentals.
- Reimbursements for cost in foreign currency will be converted at the exchange rate in the effect at the date of purchase.
- All hotel receipts shall be submitted to the Treasurer within seven (7) days of stay. Failure to do so will result in no reimbursement.

- The Treasurer shall issue reimbursement no later than fourteen (14) days after receiving the hotel receipt.
- It will be the coaches responsibility to book their room.
- The hotel will be booked the day before the tournament to last day of the tournament. (e.g. Tournament starts on Friday and runs to Sunday. The coaches will book their room Thursday and check out no later than Monday)
- TBMFA Executive has the exclusive right to determine the number of coaches required.
- In case that a coaching staff is selected with an odd number of coaches resulting in the inability to share room, that room shall be fully reimbursed.
- Any other travel expenses can be presented to the Executive and payment of those expenses are within the the discretion of the Executive.

KNIGHTS TRAVEL TEAM

- All non-parent coaches for Knights Travel Teams shall be reimbursed half ($\frac{1}{2}$) of their hotel bill.
- Two (2) coaches can decide to share a room for a hundred percent (100%) reimbursement between the two (2) of them. If they stay with their families, only half ($\frac{1}{2}$) of their hotel bill shall be reimbursed.
- Parent coaches and team managers are not eligible for hotel reimbursements.
- Up to, but not limited to six (6) coaches per team.

U16 & U18 TRAVEL TEAM

- All coaches for U16 and U18 Travel Teams shall be reimbursed half ($\frac{1}{2}$) of their hotel bill.
- Team Managers for U16 and U18 Travel Teams shall be reimbursed half ($\frac{1}{2}$) of their hotel bill, one (1) manager per team.
- Two (2) coaches can decide to share a room for a hundred percent (100%) reimbursement between the two (2) of them. If they stay with their families, only half ($\frac{1}{2}$) of their hotel bill shall be reimbursed.

- Up to, but not limited to (10) coaches per team.
- The head coach of the U16 and U18 team shall receive stipend of three hundred dollars (\$300).
- Coaches are encouraged to travel with the team, as there is team bus and will not be compensated for travel expenses

CONFERENCES

- Executive members who are selected to attend conferences shall be reimbursed their hotel bill.
- The Executive will determine who will represent TBMFA, length of stay required and travel accommodations.

DEFINITIONS

Travel Team: Any TBMFA affiliated team traveling outside the District of Thunder Bay.

Conferences: An example of Conference would be Football Manitoba AGM, not a tournament.