

SECTION: ADMINISTRATION
TOPIC: Volunteer & Athlete Travel Policy
EFFECTIVE DATE: December 1996
REVISED DATE: 2021

page 1 of 3

Purpose: The purpose of this policy is to guide and structure event and participation planning within the prudent realities of a charitable organization while maintaining the security and personal value of the organization's athletes and volunteers.

VOLUNTEER & ATHLETE TRAVEL POLICY

The following are accepted as policies for travel while on SOS business:

1. The travel expense on SOS business should be the least expensive yet appropriate means.
2. Should an individual wish to travel by means other than the least expensive, and no apparent benefit exists for such travel for SOS, SOS shall be responsible only for the equivalent of the least expensive fare.
3. The established mileage and meal reimbursement rates shall be reviewed by SOS as needed and applied at an industry norm.
4. Mileage reimbursement is capped at the average cost of vehicle rental for trips originating from a community that has access to vehicle rental.
5. Travel on airlines shall be reflective of economy airfare, and advance booking rates.
6. Generally, accommodations should be booked in medium priced, standard accommodation.
7. At certain events like games and conferences, shared accommodations will be required with rooming arrangements of volunteer members of the same gender, or volunteer members within the same family.
8. When traveling to a national event or meeting, national policies and practices shall override SOS policies and practices.
9. Should an individual wish to make arrangements other than provided for under the approved practices and policies of SOS, any additional costs of these changes shall be the responsibility of the individual and not SOS.
10. Should an individual require alternative arrangements for the purpose of personal accommodation, those arrangements and costs shall be covered by the event organizer as per the Human Rights Code of Canada.
11. Individuals are required to submit travel expense claims to SOS or the appropriate organizer within 60 days of the conclusion of the event.
12. Current expense claim forms and processes shall be made available to all eligible members by SOS.