

SPECIAL OLYMPICS BC POLICY MANUAL

Section: **ADMINISTRATION**
Policy: **Travel Expenses**
Effective Date: March 1996
Revised: June 2026
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Volunteers of Special Olympics BC who use their vehicle on SOBC official business will be paid a rate of .50 cents per km to cover driving over 25 km one way. This travel must be pre-approved by the Local Committee for the volunteer to be eligible for payment. The Local will also pay ferry or toll cost where necessary and approved.

The Local Committee may determine that they will pay for air or bus travel for volunteers and athletes when traveling to events. However, volunteers and athletes must travel by the most economical means.

Volunteers of Special Olympics BC who must take meals while on SOBC official business may be reimbursed for up to \$17.00 for breakfast, \$24.00 for lunch and \$27.00 for dinner. These meals must be pre-approved by the Local Committee to be eligible for payment. If a per diem is given in advance, the person receiving it must sign for it acknowledging receipt. If the person is submitting expenses for reimbursement, the volunteer must provide receipts and where possible, these receipts will show the GST portion of the cost. The decision to give per diems in advance or require expenses to be submitted for reimbursement is at the discretion of the Local Committee but in no case shall payment exceed the prescribed meal amounts.

All volunteers and athletes will be required to share accommodation when traveling on Special Olympics business. Individuals who prefer to have a private room may do so at their own expense; these additional costs are the responsibility of the individual and will not be reimbursed by the Local.

All travel arrangements must align with Safe Sport policies and practices, which are to be strictly followed at all times. While accommodation rates can vary by location, the priority is to ensure that accommodations are vetted to meet safety and supervision requirements, provide a clean and suitable environment, and represent a reasonable and responsible use of funds.