Special Olympics Canada

Policies & Procedures Manual
Section 2 - Finances

Special Olympics
Olympiques spéciaux
Canada

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Prepared by

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Special Olympics Canada recognizes and values the constant contribution of time and expertise devoted by thousands of volunteers to enrich the lives of individuals with an intellectual disability.

At all levels we are striving to ensure that volunteers are not burdened by miscellaneous expenses incurred in performing their volunteer duties. Therefore, the following benefits are applicable to all registered volunteers of Special Olympics Canada.

Air Travel

Where air travel is required, Special Olympics Canada will arrange and pay for all air transportation for volunteers as appropriate, including Air Improvement Fees, transportation to and from hotel or venue, from residence to airport and parking at airport. Expenses for taxi fares to and from airports will be reimbursed through completion of an expense report.

All travel booked by SOC will be standard/economy.

All travel is to be pre-approved by the VP Sport, VP Marketing & Development, President or Office Manager on the Travel Request Form.

Mileage

All volunteers may claim mileage at the rate of $.55 per kilometre for travel to and from National Meetings and Workshops. Transportation by car in lieu of airfare will be reimbursed up to the price of an airline ticket for that same trip. This cost must be approved by Special Olympics Canada prior to the trip. A mileage claim form must be submitted along with the expense claim form for mileage reimbursement.

Accommodation

The preferred venue for hotels is Delta properties as that are a Special Olympics Canada National Sponsor. Special Olympics Canada will arrange and pay for hotel accommodations as appropriate.

Any incidental room charges will be the responsibility of the individual. These include mini-bar charges, toiletries, laundry, movies, etc.

Volunteers attending meetings should verify upon arrival at the hotel that billing has been arranged to be sent to Special Olympics Canada.

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Meals

Special Olympics Canada will cover the cost of meals at the meetings. Meals not provided as part of the scheduled meeting(s) will be reimbursed for actual expenses up to a maximum of Breakfast $10, Lunch $15 and Dinner $40. *Expenses for alcoholic beverages will not be covered by the Special Olympics Canada as part of a meal or as entertainment.*

Miscellaneous

Miscellaneous costs (i.e. telephone, postage, parking) related to volunteers performing Special Olympics Canada related functions will be fully reimbursed with proof of receipts.

Any expenses incurred by volunteers attending meetings prior to the date of the meeting or staying additional days for personal reasons are not covered by Special Olympics Canada, unless flights could not be arranged for the appropriate time.

Expense Claim Forms

All expense claims must include a completed expense claim form. All expense claims must be sent directly to Special Olympics Canada.

Forms must be accompanied by the original receipt for each item listed. For reimbursement of items charged to personal credit cards, the credit card receipt must be included as well as the itemized receipt.

Restaurant receipts attached to expense claims must include an itemized food list along with the total including tip.

All GST must be recorded separately, including GST on meals and buried GST on items such as taxis and airport improvement fees.

ANY EXPENSES NOT ADDRESSED IN THESE GUIDELINES MUST BE APPROVED IN ADVANCE BY SPECIAL OLYMPICS CANADA.

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