

CANADIAN BATON TWIRLING FEDERATION

CBTF EXPENSE POLICY **Revision #3, November 2009**

General Information

- Receipts must be provided for all expenses claimed except meals and mileage compensation.
- Expenses claimed without receipts will not be paid (unless noted otherwise below).
- The organizer shall seek out the best available rates for all meeting expenses.
- The most cost effective method of transportation must be arranged.

Location

- Meeting dates & locations shall be determined by the CBTF Board of Directors however all CBTF meetings must be held in a location where the majority of the CBTF funded officials reside (exception: meetings held in conjunction with Canadians).
- National competition locations shall be determined by the CBTF Board of Directors.

Transportation

Economy Public Transportation (air, bus, train)

- All air travel to be booked through the CBTF designated Travel Agent.

Car Transportation

- Car mileage will be paid based on the current CBTF Mileage Rate. Mapquest will be used to determine kilometers paid.

Accommodation

- Shared accommodations will be paid whenever a member lives more than 100 kilometers return from the meeting site. All members must stay at the designated accommodations to maximize discounts. Extenuating circumstances will be considered but must be approved in advance by the event organizer & CBTF Treasurer.
- Should a CBTF official or judge wish to have their own room, the official/judge shall be required to pay the price differential.

Meals

A Meal Allowance, to a maximum of the following amounts, shall be paid by CBTF:

- CBTF Per Diem Rate shall be \$40.00
(*Breakfast - \$10.00 Lunch - \$10.00 Dinner - \$20.00*)
- No tips or alcoholic beverages will be paid.
- No receipts for meals shall be required.

Canadian Judges shall be paid the Judges Daily Rate for judging (see below) which shall include the per diem rate that would pertain to each specific Canadians. (ie: breakfast may or may not be complimentary at the hotel & lunches are often provided).

Meeting Room/Snack Expenses

- All meeting room expenses shall be paid by CBTF.
- Food (light snacks, coffee, etc) ordered for meeting breaks shall be paid for by CBTF (*guideline: \$2-3 per person*).

Other Expenses

- Taxis, limousine and airport parking will be paid when necessary. The least expensive service must be used.

Policy Re: Travel Cost-Sharing for Board, Technical and Annual General Meetings

- Upon completion of booking travel costs, they shall be paid, in full, by CBTF. The CBTF Treasurer shall then divide the total travel cost equally among the provinces whose reps attended the meeting and shall issue an invoice to each province.
- It is understood that provinces in which the meeting takes place shall also be required to participate in the Travel Cost-Sharing.
- Should a provincial rep from another province who lives over 100 km return from the meeting facility choose to drive or use bus or train transportation, his/her mileage/bus/train fees will be combined with those of the rest of the provincial reps and averaged accordingly.
- The travel costs of the provincial representative of a province that is a CBTF Provisional Member shall be included in the Cost Sharing process.

Policy Re: CBTF Officials to Meetings

Executive Meetings (minimum of 2 per year)

CBTF will be responsible for the expenses of the President, Past-President, First Vice-President, Second Vice-President, Secretary, Treasurer and Technical Chairperson who are required to attend CBTF Executive Meetings as specified in the CBTF By-Laws.

Board Of Directors Meetings (maximum of 2 per year)

Annual General Meeting (one per year)

CBTF will be responsible for the expenses of the President, Past-President, First Vice-President, Second Vice-President, Secretary, Treasurer, Technical Chairperson, Judges Representative, Coaches Representative and Athletes Representative who are required to attend Board of Directors or Annual General Meetings, as specified in the CBTF By-Laws.

Technical Committee Meetings (maximum of 2 per year)

CBTF will be responsible for the expenses of the Technical Chairperson, Past Technical Chairperson, Judges Representative, Coaches Representative, Athletes Representative, Group Representative, Skills Development Program Representative, Sanction Officer and CBTF President who are required to attend CBTF Technical Committee Meetings as specified in the CBTF By-Laws.

Policy Re: Judges Hired For National Competitions

CBTF will be responsible for the expenses of the judges hired to judge at sanctioned competitions financed by CBTF Inc.

CBTF Judging Fees (eff: Jan 1/09):

Open Competitions	\$13.00 per hour
Provincial Events	\$14.00 per hour
National Events*	\$17.00 per hour
Additional Head Judge Fee	\$20.00 per day

No overtime fees will be paid

**Applies to all competitions offered at National Events*

National Judges Fee Structure (eff: Jan 1/09)

Judges shall be paid a daily rate that shall include their judging fees plus their per diem rate (based on the current CBTF judging fees).

Payment Procedure

Every effort shall be made by the National Competition Director and CBTF Treasurer to provide payment of fees upon completion of their judging duties and before they leave the competition location. The same shall be done with respect to paying expenses; however, if this is not possible, the Treasurer shall mail expense reimbursements to the judges within 10 days after receipt of final completed expense claim.

Policy Re: Judges who represent Canada at WBTF International Competitions (World Cup, International Cup)

Judge #1 – CBTF will be responsible for the travel, accommodation and ground transportation of one judge.

Judge #2 – Each Canadian athlete on the Canadian Contingent shall be assessed an equal amount to pay for travel, accommodation, ground transportation and CBTF meal per diem (in Canadian funds) for one judge.

- The CBTF Meal Per Diem will be provided, in Canadian funds, prior to the judge's departure to the competition.
- No receipts shall be required for meals. Receipts for ground transportation must be provided (if possible).
- When possible, the two judges shall have shared accommodations. Extenuating circumstances shall be reviewed by the CBTF Executive.

Policy Re: Other Officials to International WBTF Events

Technical Representatives to WBTF Winter Meetings

CBTF shall be responsible for the travel, accommodation, ground transportation and meals for the CBTF Technical Chair and/or CBTF Judges Representative (or designates). The CBTF Per Diem rate shall be paid, in Canadian Funds, prior to departure. No meal receipts are required. Receipts for ground transportation must be provided (if possible).

CBTF President to WBTF Summer Meetings and Worlds/International Cup

CBTF shall be responsible for the travel, accommodation, ground transportation and meals for the CBTF President. The CBTF Per Diem rate shall be paid, in Canadian funds, prior to departure. No meal receipts are required. Receipts for ground transportation and other event-related expenses must be provided (if possible).

National Team Manager to Worlds/International Cup

Each Canadian athlete on the Canadian Contingent shall be assessed an equal amount to pay for travel, accommodation, ground transportation and CBTF meal per diem (in Canadian funds) for the National Team Manager.

Policy Re: Volunteer Members

CBTF will be responsible for the expenses of any Member assigned to a particular task approved by the CBTF Executive.

PROCEDURES

Each CBTF official must make every effort to stay within their annual budgets.

- The CBTF Expense form must be used when submitting expenses to the CBTF Treasurer.
- Telephone expenses must be submitted with a photocopy of the telephone bill and the name of the person called listed beside the telephone number.
- A brief explanation of other expenses should accompany receipts.
- The CBTF Treasurer must be informed of any expenses of \$100.00 or more in advance of the purchase. Expenses within approved budget limits do not require prior approval from the CBTF Treasurer. Any expenses that exceed the approved budget figures do require approval from the CBTF Treasurer and CBTF President.

CBTF FINANCE COMMITTEE

This Committee shall meet at a time and place determined by the CBTF Executive and shall consist of three CBTF members and the CBTF Treasurer. The Committee shall review the books of the CBTF, make comments and recommendations to the Board of Directors and provide a written or verbal report to the Board of Directors when requested to do so.