

February 2019

# Expense Policy

[worldwheelchair.rugby](http://worldwheelchair.rugby)

# World Wheelchair Rugby Expense Policy

Board approval – February 2019  
Planned review date – by December 2022  
Policy number 003

## GENERAL PROVISIONS

Individuals travelling on WWR business to attend tournaments, meetings, and other events are entitled to be reimbursed for their expenses, including travel, accommodation, meals and out-of-pocket costs. WWR will repay such expenses, subject to the limits detailed in this policy. As the majority of WWR funds come from member contributions through membership, license, and event fees, it is important that finances including expenses be managed appropriately.

Reimbursement will be at the rates specified in this policy. These rates are subject to review by the Board of Directors on a regular basis. All persons providing service to WWR will be reimbursed at the same rates. This includes directors, staff, officials, coaches, and contracted personnel.

All reimbursement will be calculated in US dollars. Where expenses are incurred in different currencies, these should be converted into US dollars at the applicable rate the day the expense was incurred. Claims should state the amounts in the original currency and US dollars.

WWR officials participating in sanctioned events who are paid a per diem by the Organizing Committee are not permitted to claim expenses under this policy. Their expenses will be covered by the LOC under the terms of the relevant event contract. If officials incur expenses beyond those normally expected for participation at an event, they may request reimbursement for these but reimbursement is not guaranteed and will be reviewed on a case by case basis.

## APPROVAL OF EXPENSES

Advance approval must be given to any person who will incur expenses. Approval must be in line with the approved annual budget. No person may approve their own expenses.

The following persons are responsible to approve expenses under this policy:

Person incurring the expense	Approval from
CEO and Board member	President / Vice President
President	Vice President / Director responsible for Finance
Staff and volunteers	CEO / Director responsible for Finance

For expenses over USD 2,000, approval from both listed persons is required.

## REIMBURSEMENT

Reimbursement of expenses will be done following submission of an expense claim form with receipts attached. The expense claim form is attached in the Appendix to this policy. Forms may be submitted by mail or electronically.

Expenses must be claimed within thirty days of the final date covered by the claim.

If there is a need for a cash advance, a request must be made to the Chief Executive Officer for approval of the advance.

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## TRAVEL

Air travel is to be arranged sufficiently in advance to take advantage of maximum discount fares. Air travel is to be booked through the WWR Office whenever possible. Air travel, including the fare and itinerary, is to be approved in advance. All air travel fares will include at least one checked bag per person. If this is not included in the fare, the additional baggage fees may be claimed from WWR.

Car travel will be reimbursed at the rates specified in the Appendix to this policy. Mileage below 50 km (return travel) will not be reimbursed. The maximum amount that will be reimbursed for car travel of any distance is the lowest available economy air fare for travel to the same destination on the same dates.

Car rentals will be reimbursed where authorized. Reimbursement will be for compact size cars through an authorized agency at the most economical rate possible. Reimbursement will include cost for an accessible vehicle when required.

## ACCOMMODATION

Accommodation will be reimbursed based on single occupancy for members of the WWR Board of Directors, WWR senior staff, and persons acting as Head Technical Officials of sanctioned events. All other accommodation will be reimbursed based on double occupancy.

## MEALS

Meal costs will be reimbursed at the rates specified in the Appendix to this policy. Receipts are not required. Reimbursement will be provided based on the specific meals required. Individuals will not be reimbursed where meals are provided as part of an event, are included in the accommodation rate, or are provided by an airline during travel.

## HOSPITALITY

Members of the Board and the CEO may claim actual and reasonable expenses for hospitality provided while representing WWR on official business. Up to two persons may be hosted, without prior approval, for expenses of up to USD 150 total.

Proposals to provide hospitality for more than two persons, or where the total cost is expected to exceed USD 150, must be approved in advance. The provision of hospitality for the same person within a three-month period must be approved in advance.

## INCIDENTAL EXPENSES

Incidental expenses will be reimbursed at the rate specified in the Appendix to this policy. The daily rate for incidentals is intended to cover travel-related costs such as parking, local transfers, luggage carts, wi fi, etc. The daily rate may be claimed for all days including departure and returns.

Payment of additional travel expenses will be approved on a case by case basis, considering the nature of the expenses and the circumstances.

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## APPENDIX TO WWR EXPENSE POLICY

### EXPENSE REIMBURSEMENT RATES

ALL FIGURES ARE IN US DOLLARS

<b>Expense</b>	<b>Rate</b>	<b>Notes</b>
Travel –up to 50 km return	Nil	
Travel –over 50 km return	\$0.50 per kilometer	
Travel – Air	Lowest economy	Prior approval by Executive Director
Breakfast	\$15.00	Receipts not required
Lunch	\$20.00	Receipts not required
Dinner	\$30.00	Receipts not required
Accommodation	Double occupancy	Unless specified
Accommodation	Single occupancy	Board of Directors Senior Staff Head Technical Officials
Incidental expenses	\$25.00	Receipts not required