EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of AGF: including meetings, clinics, workshops, judging assignments and other similar events. Allowable expenses for major events are considered case-by-case in relation to AGF's annual budget and approved by Program Managers.

GENERAL

1. Expense claims <u>must</u> be submitted within 30 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed.
2. Expense claims that are not substantiated by receipts will not be reimbursed (with the exception of meal and personal vehicle mileage allowances).
3. Expense claims that are beyond the stated maximum will be reimbursed only to the maximum allowable claim.
4. Expense claims for judging must be authorized by the Head Judge who will then submit them to the AGF Program Manager for processing.

ALLOWABLE EXPENSES

1. <u>Air Travel</u>
   - Air Travel may be pre-paid by the Federation. Personal payments must include the confirmation and/or ticket.
   - <u>Seat and meal upgrades will NOT be reimbursed.</u>

2. <u>Ground Transportation</u>
   - If you live <u>further than 50 km</u> from the location of the activity you may claim mileage using the rate found on the accompanying chart. This mileage may also be claimed if you reside further than 50 km from the airport from which you are departing.
   - <u>Mileage for travel within a city will NOT be reimbursed.</u>
   - Fares for airport shuttle or the equivalent (if you choose to take a taxi or ride-share) will be paid when this is available. Taxi fares, which exceed the airport shuttle, will only be reimbursed to the value of the equivalent shuttle.
   - Parking will be reimbursed for members, including residents of the city in which the event is occurring. However, you are encouraged to seek free parking whenever possible.
   - Receipts for all ground transportation (except mileage) MUST be attached.

Note: Car pooling is expected. AGF reserves the right to decline any mileage claims if reasonable efforts are not made to share transportation.

3. <u>Meals</u>
   - Out-of-town participants are allowed $75.00 per day. Partial days are broken down as follows:
     Breakfast - $17.00 Lunch - $18.00 Dinner - $40.00
   - In-town residents may only claim lunch and/or dinner if the activity is in-progress before and after the mealtime. Otherwise, meals claims are disallowed.
   - Breakfast claims from local residents are not allowed.

4. <u>Accommodation</u>
   - In most instances, arrangements will be made with hotels to bill AGF for room fees & taxes. You may be required to pay any restaurant, telephone or miscellaneous fees on your own.
   - If you must pay for your hotel room, folios must be attached to your claim to be reimbursed.
   - AGF's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs.
     - This may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation, AGF will pay for five double rooms. If an individual demands a single room, they will have to pay for it themselves.

5. <u>Honorarium</u>
   - Honorariums for judges may only be claimed according to the rates listed in their respective Technical Handbooks.
   - Honorariums for course facilitators may only be claimed according to the rates in your NCCP contracts and the Guidelines for Coaching and Judging Courses.

6. <u>Administration</u>
   - Telephone, postage, supplies and shipping expenses may only be claimed for approved activities. Letters and parcels should be shipped by the most economical means. Receipts or copies of all bills must be submitted with such claims.

7. <u>Extraordinary Expenses</u>
   - Occasionally AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director shall have discretionary authority over those claims. Normally, approval for such claims must be requested in advance.

Alberta Distance Chart	Airdrie	Athabasca	Banff	Brooks	Calgary	Camrose	Canmore	Cardston	Claresholm	Cold lake	Coutts	Drumheller	Edmonton	Edson	Fort Macleod	Fort McMurray	Grand Prairie	High Level	Hinton	Jasper	Lac La Biche	Lake Louise	Leduc	Lethbridge	Lloydminster	Medicine Hat	Okotoks	Oyen	Peace River	Pincher Creek	Tawatinaw	Red Deer	Rocky Mtn. Hse	Sherwood Park	Slave Lake	Spruce Grove	Stettler	St.Albert	Strathmore	Vegreville	Vermilion	Wainwright	Waterton Park	Wetaskiwin	Whitecourt
Airdrie		418	154	210	36	258	131	263	160	626	345	106	267	464	201	838	721	1046	549	440	508	208	234	240	514	315	74	293	751	246	369	115	182	276	523	291	198	287	73	368	456	397	292	218	443
Athabasca	418		548	565	441	244	546	668	566	244	754	426	147	324	606	305	447	615	411	491	95	599	186	656	391	673	489	544	373	652	56	295	366	165	131	159	328	132	489	246	330	353	706	215	228
Banff	154	548		312	128	381	27	354	252	695	447	263	401	452	292	840	682	1104	364	287	621	55	382	342	626	419	169	452	809	323	517	253	259	424	652	439	338	435	176	504	568	532	378	340	502
Brooks	210	565	312		185	321	291	239	253	543	208	139	418	612	213	623	874	1153	673	596	532	363	444	162	463	110	187	225	903	264	578	302	381	485	669	500	237	496	141	353	405	368	292	363	595
Calgary	36	441	128	185		274	105	227	125	588	320	138	294	447	165	733	720	1029	489	412	514	180	266	216	519	293	46	327	749	211	401	145	198	308	545	323	230	319	53	397	461	425	266	233	441
Camrose	258	244	381	321	274		381	501	399	326	510	182	97	296	439	521	553	832	384	463	302	433	71	453	245	429	325	302	582	485	194	129	202	80	348	122	85	118	258	136	187	151	540	41	274
Canmore	131	546	27	291	105	381		335	232	748	417	230	394	476	273	966	709	1174	392	313	614	82	361	312	640	394	145	417	879	317	494	242	237	402	650	418	325	414	152	491	583	624	363	344	571
Cardston	263	668	354	239	227	501	335		102	763	141	351	521	674	60	960	946	1256	716	638	741	407	494	77	682	245	194	432	975	92	628	373	425	535	772	550	474	546	243	573	714	588	56	460	668
Claresholm	160	566	252	253	125	399	232	102		713	196	262	419	572	40	858	844	1154	613	536	639	303	391	91	645	259	91	446	873	86	525	271	323	432	670	447	356	443	164	523	587	550	140	358	566
Cold Lake	626	244	695	543	588	326	748	763	713		732	496	294	488	737	440	690	859	576	656	148	746	353	686	225	598	695	411	617	788	286	442	513	297	374	324	399	302	695	229	164	225	816	362	428
Coutts	345	754	447	208	320	510	417	141	196	732		328	607	767	156	1012	1039	1342	808	731	720	498	576	105	651	214	276	401	1068	207	710	465	518	617	858	632	425	628	283	542	593	557	194	551	760
Drumheller	106	426	263	139	138	182	230	351	262	496	328		279	472	292	703	735	1014	560	547	484	315	259	282	416	247	166	189	764	343	376	165	244	268	530	316	97	312	93	307	358	321	398	223	456
Edmonton	267	147	401	418	294	97	394	521	419	294	607	279		199	459	439	456	735	287	366	220	452	35	509	251	526	337	397	484	505	97	148	220	17	251	32	182	15	337	105	193	207	560	68	177
Edson	464	324	452	612	447	296	476	674	572	488	767	472	199		612	629	382	705	88	167	414	398	233	662	446	719	536	596	411	648	279	313	249	220	296	174	375	196	535	300	388	406	703	261	103
Fort MacLeod	201	606	292	213	165	439	273	60	40	737	156	292	459	612		898	884	1194	656	576	679	347	432	51	656	219	133	406	913	51	567	311	363	473	710	488	414	485	184	547	654	862	406	398	603
Fort McMurray	838	305	840	823	733	521	966	960	856	440	1012	703	439	629	898		752	920	716	796	291	891	478	948	587	931	910	773	678	944	361	587	658	435	436	464	605	437	909	492	526	587	999	507	533
Grand Prairie	721	447	682	874	720	553	709	946	844	690	1039	735	456	382	884	752		453	332	398	542	628	491	935	701	982	794	853	197	920	456	586	522	478	318	432	637	442	793	556	643	663	975	519	279
High Level	1046	615	1104	1153	1029	832	1174	1256	1154	859	1342	1014	735	705	1194	920	453		785	850	710	1080	814	1244	980	1261	1117	1132	294	1240	662	883	845	801	489	755	917	765	1116	835	922	942	1295	803	602
Hinton	549	411	364	673	489	384	392	716	613	576	808	560	287	88	656	716	332	785		80	502	313	318	703	533	780	534	684	498	684	363	401	337	304	384	258	587	281	620	388	480	493	739	349	191
Jasper	440	491	287	596	412	463	313	638	536	656	731	547	366	167	576	796	397	850	80		582	233	396	626	613	703	455	720	578	607	442	413	332	383	464	337	507	359	461	468	555	573	662	429	271
Lac La Biche	508	95	621	532	514	302	614	741	639	148	720	484	220	414	679	291	542	710	502	582		672	255	674	295	639	557	481	468	725	145	368	439	212	226	238	386	212	557	218	235	295	780	288	324
Lake Louise	208	599	55	363	180	433	82	407	303	746	498	315	452	398	347	891	628	1080	313	233	672		437	394	678	471	224	504	799	374	571	304	256	478	685	493	410	489	230	556	641	583	429	391	492
Leduc	234	186	382	444	266	71	361	494	391	353	576	259	35	233	432	478	491	814	318	396	255	437		471	281	547	304	376	520	476	137	122	186	42	288	59	165	55	305	132	224	219	522	36	211
Lethbridge	240	656	342	162	216	453	312	77	91	686	105	282	509	662	51	948	935	1244	703	626	674	394	471		605	168	171	355	963	103	605	360	413	512	760	527	379	523	178	496	547	511	130	448	656
Lloydminster	514	391	626	463	519	245	640	682	645	225	651	416	251	446	656	587	701	980	533	613	295	678	281	605		480	583	292	729	707	344	374	447	239	496	276	318	260	583	148	61	106	735	288	422
Medicine Hat	315	673	419	110	293	429	394	245	259	598	214	247	526	719	219	931	982	1261	780	703	639	471	547	168	480		291	187	1010	270	681	409	488	588	777	603	344	599	244	461	434	377	298	470	703
Okotoks	74	489	169	187	46	325	145	194	91	695	276	166	337	536	133	910	794	1117	534	455	557	224	304	171	583	291		353	822	177	439	185	252	345	594	360	268	357	77	434	526	567	223	288	514
Oyen	293	544	452	225	327	302	417	432	446	411	401	189	397	596	406	773	853	1132	684	720	481	504	376	355	292	187	353		881	457	715	310	389	396	648	637	234	633	280	320	247	190	485	344	574
Peace River	751	373	809	903	749	582	879	975	873	617	1067	764	484	411	913	678	197	294	498	578	468	799	520	963	729	1010	822	881		949	428	615	550	506	244	460	666	470	822	584	672	691	1004	548	307
Pincher Creek	246	652	323	264	211	485	317	92	86	788	207	343	505	648	51	944	920	1240	684	607	725	347	476	103	707	270	177	457	949		611	357	399	518	756	533	440	529	241	598	650	613	55	444	642
Tawatinaw	369	56	517	578	401	194	494	628	525	286	710	376	97	279	567	361	456	662	363	442	145	571	137	605	344	681	439	715	428	611		257	307	115	179	109	278	83	439	194	286	308	655	173	176
Red Deer	115	295	253	302	145	129	242	373	271	442	465	165	148	313	311	587	586	883	401	413	368	304	122	360	374	409	185	310	615	357	257		81	163	399	178	101	175	185	252	316	279	411	87	307
Rocky Mtn. Hse	182	366	259	381	198	202	237	425	323	513	518	244	220	249	363	658	522	845	337	332	439	256	186	413	447	488	252	389	550	399	307	81		227	436	202	175	225	252	323	389	353	453	161	243
Sherwood Park	276	165	424	485	308	80	402	535	432	297	617	268	17	220	473	435	478	801	304	383	212	478	42	512	239	588	345	396	506	518	115	163	227		269	50	170	33	346	90	181	194	564	79	198
Slave Lake	523	131	652	669	545	348	650	772	670	374	858	530	251	296	710	436	318	489	384	464	226	685	288	760	496	777	594	348	244	756	179	399	436	269		240	432	237	593	351	438	458	811	319	193
Spruce Grove	291	159	439	500	323	122	418	550	447	324	632	316	32	174	488	464	432	755	258	337	238	493	59	527	276	603	360	637	460	533	109	178	202	50	240		213	28	361	127	219	236	579	95	152
Stettler	198	328	338	237	230	85	325	474	356	399	425	97	182	375	414	605	367	917	587	507	386	410	165	379	318	344	268	234	666	440	278	101	175	170	432	213		209	191	209	301	224	494	126	359
St. Albert	287	132	435	496	319	118	414	546	443	302	628	312	15	196	485	437	442	765	281	359	212	489	55	523	260	599	357	633	470	529	83	175	225	33	237	28	209		357	111	202	232	575	91	162
Strathmore	73	489	176	141	53	258	152	243	164	695	283	93	337	535	184	909	793	1116	620	461	557	230	305	178	583	244	77	280	822	241	439	185	252	346	593	361	191	357		434	435	383	287	287	514
Vegreville	368	246	504	353	397	136	491	573	523	229	542	307	105	300	547	492	556	835	388	468	218	556	132	496	148	461	434	320	574	598	194	252	323	90	351	127	209	111	434		91	130	626	172	277
Vermilion	456	330	568	405	461	187	583	714	587	164	593	358	193	388	654	526	643	922	480	555	235	641	224	547	61	434	526	247	672	650	286	316	389	181	438	219	301	202	435	91		61	677	229	364
Wainwright	397	353	532	368	425	151	624	588	550	225	557	321	207	406	562	587	663	942	493	573	295	583	219	511	106	377	567	190	691	613	308	279	353	194	458	236	224	232	383	130	61		641	192	384
Waterton Park	292	706	378	292	266	540	363	56	140	816	194	398	560	703	106	999	975	1295	739	662	780	429	522	130	735	298	223	485	1004	55	655	411	453	564	811	579	494	575	287	626	677	641		498	696
Wetaskiwin	218	215	340	363	233	41	344	460	358	362	551	223	68	261	398	507	519	803	349	429	288	391	36	448	288	470	288	344	548	444	173	87	161	79	319	95	126	91	287	172	229	192	498		240
WhiteCourt	443	228	502	595	441	274	571	668	566	428	760	456	177	103	605	533	279	602	191	271	324	492	211	656	422	703	514	574	307	642	176	307	243	198	193	152	359	162	514	277	364	384	696	240	