

## **Travel and Accommodation Expenditure Policy**

### **May 2020**

The Manitoba Rowing Association (MRA), for the purposes of promoting and developing rowing in Manitoba, shall provide travel assistance in accordance with the following policy.

1. Expenditures for travel and accommodation shall be made in the most economical fashion available, giving planning time available.
  - a) Taxi fares are only approved when required to travel between an airport, hotel or meeting location during out of town travel.
  - b) Parking charges shall be reimbursed where it has been required to carry on MRA business. Parking Tickets will not be paid by the MRA.
  - c) Car/Van/Truck rentals will not be reimbursed except where required for cartage purposes for the MRA, or where considered most economical for regional development, or out of province travel.
  - d) Airfares shall be at no greater than economy fares and special discount rates shall be taken advantage of when possible.
  - e) Accommodations for authorized travelers shall be based on double occupancy whenever possible. Single occupancy rates will be considered when rooming with another is not possible.
  - f) Meal costs for authorized travelers shall be reimbursed for extended out of town travel
2. The following persons and events should be considered for travel assistance from the MRA.
  - a) Staff: provincial travel when approved by Board members or the Executive Director.
  - b) Attendance at Board of Directors meetings for directors and staff travelling more than twenty kilometers to the meeting.
  - c) Attendance at MRA standing, ad hoc, and any MRA Committee meetings for members traveling more than 20 kilometers to the meeting.
  - d) Travel assistance will not be provided for non-board members to attend the MRA - AGM.
3. Expenditures for travel will be reimbursed in the following manner.
  - a) Traveler will submit claim for reimbursement form, accompanied by appropriate receipts, mileage sheets, or other documents to the Executive Director.
  - b) Travel arrangements made in advance of an approved trip shall be paid directly to the third party agency whenever possible.
  - c) Travel Allowance shall be provided for designated persons required MRA to use their personal vehicle for MRA business.
  - d) The rate per kilometers, meal allowance, and accommodation shall be paid to authorized travelers only when on require MRA business.
4. Rates and allowances shall be reviewed annually by the Board of Directors. See rates below.
5. All persons shall act to represent the interests of the MRA while traveling on behalf of the MRA.

6. All Out of Province travel arrangements requiring airfare shall be arranged through the MRA Office.
7. Authorized travel shall be in accordance with annual budget allotments or with specific Board of Directors approvals.

**TRAVEL & ACCOMMODATION RATES**  
**May 2020**

1. Use of personal vehicle	Rate of \$0.45 per kilometer	
2. Meal Allowance	Breakfast	\$10.00
	Lunch	\$15.00
	Dinner	\$20.00
Meal Allowance per diem	\$45.00 (receipts required)	

\*All expenditures must be reported on the MRA Expense Form and be submitted in a timely fashion with all receipts. The above rates are in conjunction with the current rates of Sport Manitoba. In the event that those rates change, the MRA Board will review and determine if the MRA rates should follow.