

viaSport Policy	
Policy Type:	Operational
Created:	June 2019
Revised:	December 2024
Reviewed:	Every 2 years
Policy Name:	Travel and Business Expense Policy

1) POLICY STATEMENT

- a. viaSport is committed to transparent financial practices to ensure appropriate and effective stewardship of funds, including clear requirements regarding travel and business expenses.

2) PURPOSE

- a. To ensure viaSport travel and business expenses are valid, approved, compliant with the Finance Policy and to set the requirements for viaSport Personnel to request and receive reimbursement on pre-approved expenses.

3) SCOPE

- a. This policy applies to viaSport Personnel related to business expense claims, unless there are specific provisions in their contract that contradict any part of this policy. In such cases, their contract will supersede only those portions in this policy that are contradictory, and the rest of the policy shall remain in effect.

4) DEFINITIONS

- a. Non-reimbursable expenses: include penalties, fines and tickets, personal entertainment including but not limited to video rental, mini-bar charges, health club charges, sightseeing, etc. Costs associated with the failure to cancel reservations if within the claimant's control, and incremental costs arising from family accompanying the viaSport Personnel.
- b. Reimbursable expenses: include business office expenses (fax, copying services, related supplies), gasoline for use in rental cars, parking and tolls, taxis, transit fares, ferry costs, baggage fees when flying (limited to one bag), and Wi-fi access (if required for business use).
- c. viaSport Personnel: anyone acting in a capacity supporting the work or representing viaSport, including Board Members, Staff, Contractors, Committee Members and Advisory Group Members.

5) STANDARDS

- a. viaSport Personnel can only claim for reimbursement of costs if they have been directed by a department director, the COO or CEO to attend an event or participate in an activity in an official viaSport capacity. Should an individual attend an activity for their own interest factor, then all costs are at their own personal expense.
- b. viaSport Personnel are expected to:

- i) act in the best interests of viaSport while conducting affairs on behalf of the organization and claim expenses honestly, fairly, and legitimately.
- ii) claim expenses that are the most economical and reasonable in each circumstance.
- c. viaSport will not pay for local travel expenses to and from the office.
- d. All travel and business expenses shall be approved by the applicable department's Signing Authority and are subject to the authority limits as defined in Finance Policy.
- e. Reimbursement of expenses is subject to compliance to all policy procedures.
- f. A per-kilometer allowance of \$0.68 per km for the first 5,000 kms and \$0.62 per km for any kilometers above 5,000 kms, will be provided to cover all expenses except tolls and parking.
- g. Per Diem Claim - \$25 for breakfast, \$45 for lunch and \$65 for dinner. All three meals can be claimed to the maximum of \$135 for all day activities. No receipts required. Only claims for meals not provided when attended an event or workshop will be accepted.
- h. Reimbursement of expenses including BC Ferry costs will be reimbursed with proof of purchase.
- i. Incorrect information and/or abuse of any expense submission will be investigated and may result in non-payment.

6) GUIDELINES

- a. Travel – General: For viaSport business travel, use the most cost-effective mode (e.g., personal vehicle, public transport, airline, taxi, rental, or car share) that fits your schedule and business needs. Review the need for travel and prioritize alternatives like teleconferencing when possible. viaSport Personnel should neither profit nor incur loss and are encouraged to book early for best rates on airfare, lodging, and rentals.
- b. Discounts: Where possible, utilize group or corporate rates to minimize costs. The Ministry of Tourism, Arts, Culture and Sport (MTACS) may provide viaSport with a rate letter, enabling viaSport to access provincial government preferred hotel rates. Please contact the Director, Finance & Administration for rate letter details.
- c. Air Travel: For air travel, viaSport's standard is economy class at the lowest fare that includes with flexibility for changes. viaSport Personnel may use loyalty points for upgrades if there's no added cost to viaSport. Airline club fees, seat selection, and earphone costs are not reimbursable. Use complimentary airport transportation when available.
- d. Personal Cars: viaSport Personnel using personal vehicles for viaSport business must carry legally required minimum insurance and are responsible for any towing, fines, repairs, and depreciation costs. Origin and destination details must be included as documentation.
- e. Car Rentals: Use rental cars only when they cost less than other transportation options. Book mid-size vehicles. Refuel before returning to save on costs, and ensure adequate insurance coverage for rentals.
- f. Accommodations: viaSport Personnel should book the lowest available rate,

with a standard of single rooms in non-luxury hotels. viaSport may access provincial government hotel rates—contact the Director, Finance & Administration for details. Airbnb or similar may be considered if cheaper than hotels. Private accommodation can be claimed at \$50 per night as a hospitality acknowledgment. Overnight stays are only approved if flights aren't available on the meeting day or travel would extend past 9 pm.

- g. Business Entertainment: Entertainment with partners and/or stakeholders (non-viaSport Personnel) is permitted and should cover only meals within the expense limits outlined in this policy. Any expenses related to alcohol consumption is limited to up to one (1) drink with dinner provided it is covered within the per diem amount. Alcoholic consumption while on viaSport business should be moderated.
- h. Incidentals: Incidentals exclude food and beverages and cover unforeseen costs supporting viaSport activities. These may be reimbursed at the COO's discretion. Significant unlisted expenses require COO approval before travel.

7) APPLICABLE OPERATIONAL PROCEDURES

For Travel and Business Expense Claims to be reimbursed:

- a. The business activity, event and purpose for the expense(s) should be described on the claim submission.
- b. The claim is submitted through viaSport's expense management system.
- c. Each expense listed in a Travel or Business Expense claim submission, except for meal allowance claims, must be accompanied by supporting receipts. The receipts must be itemized and include:
 - provider's name,
 - date of transaction,
 - name or organization of any other person(s) included on the bill,
 - taxes,
 - a description of the expense and
 - purpose - the business reason why it was incurred.
- d. The receipt must indicate that the bill was paid. Credit card receipts or charge slips alone are not acceptable.

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