



Expense Policy

All claimants are to use the approved expense claim form. It is the responsibility of the claimant to fill out the form accurately and sign. The currently approved form can be found on the Sarnia Braves website.

Expense reports must use the provided form. Original receipts, and confirmation of payment (ie credit card receipt, signed invoice) must be attached to the expense report to be eligible for reimbursement.

The package may be submitted to the Treasurer in hard copy form, or emailed as one complete PDF.

1. Eligible costs:

- a) Hotel Rooms
- b) Coaching clinic hosting costs
- c) Equipment purchases (with prior approval from the Equipment Manager)
- d) Concession and office supplies
- e) Approved fundraising expenses such as Meat raffle supplies, Bingo supplies and expenses etc.
- f) Ball park rental (with prior approval from the President or Treasurer)
- g) Workout facility (with prior approval from the President or Treasurer)
- h) Coaching clinic registration fee
- i) Out of pocket expenses spent on behalf of the organization (with prior approval from the President or Treasurer).

2. Limits:

- a) Hotel rooms will be paid up to \$150 per room night, maximum two nights, maximum two rooms per out of town event per team. Therefore, the maximum room claim that will be accepted is \$600 per out of town event per team.
- b) The Braves will pay the registration fee and hotel fee in item (a) above for up to three (3) tournaments plus the OBA Provincial Championship tournament.
- c) All expenses to be reimbursed must fall within the current annual budget

| Date | Updated by | Board Approval Date | Revision History |
|-----------|-------------|---------------------|---|
| 09-Feb-19 | Allan Ebert | 12-Feb-19 | Revised per input of the Board to remove meals and increase hotel reimbursement |
| 13-Nov-13 | Allan Ebert | 20-Jan-20 | Added clause 2 c) |