



Ontario Taekwondo Association

2355 Keele Street, Suite 201

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OTA TRAVEL AND EXPENSE POLICY

1. Purpose

- 1.1 To detail the payment of honoraria and reimbursement of expenses covered by the Ontario Taekwondo Association (OTA).

2. Principles and Applicability

- 2.1 The OTA Board of Directors will establish policies regarding payment of expenses to Directors and Officials, and from time to time may detail additional expenses not outlined in this policy.
- 2.2 This policy applies to (i) OTA Provincial Selection Tournaments, (ii) OTA Fundraising Tournaments organized by the OTA, (iii) OTA Executive Committee Meetings (iv) OTA Board of Directors Meetings, and (v) OTA General Meetings (annual and special).
- 2.3 All claims for honoraria and expenses shall be submitted to the OTA no later than 30 days after the conclusion of the event or activity, in order to be eligible for reimbursement.
- 2.4 All expense claims must contain original receipts in order for reimbursement to be issued.
- 2.5 The Treasurer is responsible for final interpretation of this policy, should any questionable matter arise, or for items not covered in this policy.

3. Definitions used in this policy

- 3.1 A "director" refers to a member of the Board of Directors.
- 3.2 An "official" refers to a centre referee, judge, or computer operator at provincial selection events or OTA fundraising tournaments, who actively worked for at least one full day at such event.
- 3.3. A "meeting" refers to an Executive Committee Meeting, Board of Directors Meeting, Annual General Meeting or Special General Meeting.
- 3.4. A "tournament" refers to a Provincial Selection Tournament or OTA Fundraising Tournament organized by the OTA.

4. Policy Statement

- 4.1 The OTA is committed to ensuring a fair reward system for its officials, and reimbursement for expenses incurred by volunteers in the process of contributing their time to the OTA. The OTA acknowledges that it cannot fully compensate officials and volunteers for their time and commitment, but will continue to work to ensure that some level of financial recognition is accorded to them.



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5. Authorization of Expense Claims

- 5.1 OTA-related travel and OTA-related expense claim reimbursements shall be authorized in advance by the OTA Treasurer to ensure that all travel arrangements and/or expenses to be claimed are in compliance with the provisions of this policy. In special circumstances, expense reimbursements may be post-authorized by the OTA Treasurer.
- 5.2 OTA-related honoraria shall be paid by the OTA at rates published in the *OTA Fee & Honoraria Schedule*. Such expenses do not require pre-event approval, but do require an authorization approval signature by the OTA confirming the work was in fact performed.
- 5.3 Expenses resulting from misinterpretations or mistakes are not a basis for reimbursement or non-reimbursement. However, such situations shall be reviewed on a case-by-case basis.

6. Eligible Expenses for Board of Directors

6.1 **Meals**

A meal (lunch or dinner) for Directors may be arranged and provided by the OTA at Board of Directors Meetings, General Meetings of Members (AGM), or Special General Meetings.

6.2 **Travel Expenses**

Return travel expenses, as outlined below, shall be reimbursed for Directors traveling to attend an OTA meeting, according to the distance from the Director's place of residence to the meeting location:

- (i) for one-way travel distance greater than 50km, but less than 199km, allowable return-travel expenses are:
 - a. car travel expenses, which shall be reimbursed at \$0.25 per kilometer. If two or more directors are sharing a car ride, only one person may claim for travel related expenses.
- (ii) for one-way travel distance greater than 200km, allowable return-travel expenses are:
 - a. economy class air travel or car travel expenses (calculated using a kilometric reimbursement rate of \$0.50 per kilometer), whichever is less. If two or more directors are sharing a car ride, only one person may claim for travel related expenses.
 - b. airport parking and taxis. Only reasonable expenses will be considered, with original receipts.

7. Eligible Expenses for Referees and Officials

7.1 **Honoraria**

Any person assigned as an official at a Provincial Selection Tournament or OTA Fundraising Tournament, who actively works at such event, shall receive a daily honorarium for each full day of the event s/he is present. Honoraria amounts will be set by the Board of Directors and published in the *OTA Fee & Honoraria Schedule*.



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7.2 **Meals**

Lunch for active officials working at a Provincial Selection Tournament or OTA Fundraising Tournament, will be provided by the OTA or event organizer.

8. **Eligible Expenses for Referee, Tournament and Medical Committee**

8.1 **Honoraria**

The referee committee chair and vice-chair, the tournament committee chair and vice-chair, as well as the Medical Committee Chair, who actively work at a Provincial Selection Tournament or OTA Fundraising Tournament, shall receive a daily honorarium for each full day of the event s/he is present. Honoraria amounts will be set by the Board of Directors and published in the *OTA Fee & Honoraria Schedule*.

8.2 **Meals**

Lunch for the referee, tournament and medical committee chair and vice-chairs, working at a Provincial Selection Tournament or OTA Fundraising Tournament, will be provided by the OTA or event organizer.

8.3 **Accommodations**

The referee committee chair, tournament committee chair, and medical committee chair, who actively work at a Provincial Selection Tournament or OTA Fundraising Tournament, shall receive an accommodation expense allowance for one night (based on double occupancy in a standard room), if (i) their place of residence is more than 150km away from the competition site, and (ii) they were required to pay for accommodations at a hotel. Incidentals will not be reimbursed. The accommodation expense allowance will be set by the Board of Directors and published in the *OTA Fee & Honoraria Schedule*.

The accommodation expense allowance is not transferable to a committee chairperson's delegate.

8.4 **Travel Expenses**

A travel expense per-diem shall be reimbursed for the referee committee chair, tournament committee chair, and/or medical committee chair, if both of the following conditions are met:

(i) the one-way distance from the chair's place of residence is more than 50km from the competition site; and

(ji) they actively work for at least one full day at the Provincial Selection Tournament or OTA Fundraising Tournament; and

The travel expense per-diem can only be claimed by one person if more than one committee chairperson travels together in the same vehicle.

The travel expense per-diem shall be set by the Board of Directors and published in the *OTA Fee & Honoraria Schedule*.

The travel expense per-diem is not transferable to a committee chairperson's delegate.



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9. Eligible Expenses for OTA Secretary General at Provincial Tournaments

9.1 **Accommodations**

The OTA Secretary General shall receive an accommodation expense allowance for working at a Provincial Selection Tournament or OTA Fundraising Tournament, for one night (based on double occupancy in a standard room), if (i) his/her place of residence is more than 150km away from the competition site, and (ii) s/he was required to pay for accommodations at a hotel. Incidentals will not be reimbursed.

The accommodation expense allowance will be set by the Board of Directors and published in the *OTA Fee & Honoraria Schedule*.

9.2 **Travel Expenses**

A travel expense per-diem shall be reimbursed for the Secretary General as per the conditions of section 8.4 of this policy.