



## VOLUNTEER TRAVEL & EXPENSE POLICY

### Travel:

Golf Canada will cover “normal travel costs” associated with the volunteer travelling from their place of residence to the Annual General Meeting. If the volunteer will be travelling from a location other than their place of residence Golf Canada will apply the estimated “normal travel cost” towards the travel expense. The volunteer will be responsible for travel costs that exceed the “normal travel costs”.

- Air Travel: All volunteers must book their flights through AMEX Travel. If you do not have an account set up or if you require assistance with flight booking, please contact Melanie Davis at [mdavis@golfcanada.ca](mailto:mdavis@golfcanada.ca)
- Seat Selection: Seat selection costs shall be reimbursed should the volunteer wish to utilize this service.
- Changing Flights: There shall be no reimbursement of costs associated with changing flights unless it is for bereavement or major illness of a family member, unless approved in advance by the Chief Financial Officer. (Note: The cheapest fare will be achieved by booking with 14 days advance notice).
- Ground Travel: Volunteers driving to the Annual General Meeting will be reimbursed at \$0.50 per KM travelled. Volunteers opting to drive rather than fly will be reimbursed based on an amount equal to the lesser of the lowest airfare available at that time and the KM reimbursement amount. A quoted fare should be obtained by the volunteer from AMEX Travel and submitted with an expense report.
- Car Rental: There shall be no reimbursement of costs unless approved in advance by the Chief Financial Officer.
- Parking: Volunteers will be reimbursed for local or airport parking on route to the AGM. Receipts must be submitted with an expense report.

### Meals:

Most meals will be provided for and arranged by Golf Canada. On evenings where no dinner is provided for by Golf Canada, volunteers can claim a per diem amount equivalent to \$30 per day.

### Accommodation:

Golf Canada will cover the cost of accommodation for volunteers staying at the host hotel, arriving no more than one day prior to the start of the first meeting and departing no more than one day after completion of all AGM meetings. Room reservations will be made by Golf Canada. Please contact [danderson@golfcanada.ca](mailto:danderson@golfcanada.ca) to confirm your need for accommodations and to confirm your arrival and departure dates.

Note: There shall be no reimbursement for movies, alcoholic beverages, confectionary items, mini-bar charges or other incidentals.