Purpose:

For those employees incurring hospitality and travel expenses and for those senior management staff who approve such expenditures for payment, the following guidelines will apply.

General Guidelines:

- As employees in a non-profit organization it is to be understood that all expenses should be incurred within reason.

- Unless a cash per diem is provided all expenses must be substantiated with original receipts which show detailed expenditures and all taxes.

- The preferred form of payment should be on your Visa Card or through an account established between SOM and the provider. When using your Visa card, submission of your visa expense claim must be provided to the Director of Finance (using the Visa expense claim form) upon receipt of your statement (within 48 hours of receipt) unless other arrangements have been made.

- All expenses must be reconciled monthly, with submission to the Director of Finance no later than the 15th of the following month (i.e. January expenses are due no later then February 15th)

- Wherever applicable, the Special Olympics air miles card should be used when purchases are made.

- If you misplace your Visa Card or lose it notify the Director of Finance immediately.

Other Related Expenses:

Hospitality:

- Hospitality includes all costs of functions or activities; meals, beverages and where applicable, facility rentals. Purchasing alcohol is acceptable within reason. Reasonable purchases will be defined as one drink per person (i.e. one shot of spirits, one beer, one glass of wine and is limited to popular brands).

Allowable Expenses:

- Hospitality expenses are eligible when:
- Hosting or sponsoring organizational approved functions or activities; or
- Conducting organizational business with internal or external persons.

Non-Allowable Expenses:

- Expenses for a spouse of an employee are only eligible for reimbursement on occasions of formal representation.
- Alcohol is not to be purchased for Board or Committee meetings. Alcohol purchased for Wind-ups is at the discretion of the committee but limited to one drink per person.

Meals:

- Meals should be purchased on Visa (wherever possible) and submitted to the Director of Finance using the Visa expense claim form. List of people attending or name of event must be provided as well as the reason why. Tips for meals should not exceed 15%.
- For travel within the Province the following, per day, meal expense guidelines should be followed:

Breakfast	$7.00
Lunch	$12.00
Supper	$16.00
Total	$35.00

- For travel outside the Province the following, per day, meal expense guidelines should be followed:

Breakfast	$12.00
Lunch	$16.00
Supper	$22.00
Total	$50.00

SOM will not reimburse for meals included as part of a Conference Fee.

Accommodation:

- All accommodations should be booked through the organizations travel co-ordinator using the Aerogold credit card or established account.

- Special Olympics Manitoba will provide reasonable accommodations for all travel that requires an overnight stay(s). When ever possible accommodation should be booked at the Delta Hotel.

- Personal items such as personal entertainment (ie) movies, mini bar are the responsibility of the employee.

Transportation:

- All transportation will be arranged through the organizations internal travel co-ordinator using the Aerogold credit card or an established account.

- Economy class air accommodation shall be used except in approved special circumstances. Cancellation insurance should be purchased. All other insurance is provided under the employee benefits package.

- Employees may use their personal vehicles for travel within a 100 km of the City and will be reimbursed at $0.35/km. For trips outside the 100km radius cars should be rented unless other wise approved. Zero deductible insurance should be purchased.

- Taxi fares, when incurred for business purposes, will be paid for by the organization.

Phone:

- Special Olympics Manitoba provides cell phones for employees. Each cell phone is equipped with a usage plan which employees should be familiar with. Calling cards must be utilized for all long distance calls. When usage plans have exceeded their limits, employee reimbursement of additional costs will be at the discretion of the President and CEO.

- Employees away on SOM business are entitled to phone calls home (either cell phone or land line) within reason.