

<b>Policy 19.0: Reimbursement for Employees and Volunteers</b>	
<b>Staff Member Responsible for Implementation:</b> Executive Director	
<b>Board Approval:</b> September 17, 2025	<b>Effective:</b> September 17, 2025

### **Reimbursement for Volunteers**

1. ANB shall provide reimbursement for authorized expenses incurred by employees, members of the Board of Directors, officials, and other volunteers as ANB may see fit, in accordance with this policy. For clarity, this policy does not apply to athletes, and only applies to individuals when acting within the context of their role.
2. Hosts of Provincial or Regional Championships (as defined under Policy 3.0: Competitions and Sanctioning), shall be responsible for reimbursing officials in accordance with this policy.
3. For an individual to be eligible for reimbursement, they must be a member of ANB on the date in which the expense was incurred.
4. Requests for reimbursement shall be made via the *Expense Form* on the ANB website.
5. All monetary figures contained in this policy are in Canadian Dollars (\$).

### **Meals**

6. Reimbursement for meals shall be provided as follows:
  - a. Breakfast: \$12.00 (between 12:00am and 12:00pm)
  - b. Lunch: \$17.00 (between 12:00pm and 6:00pm)
  - c. Dinner: \$31.00 (between 6:00pm and 12:00am)

Under no circumstances will reimbursement for meals exceed \$60.00 per day. Receipts are not required for reimbursement to be provided.

7. ANB may directly provide meals to individuals, rather than provide reimbursement. In such cases, ANB shall ensure that meals are of sufficient quality and quantity, and for accommodating any known dietary restrictions, where applicable.

### **Accommodations**

8. Reimbursement for accommodations shall be provided at cost. Receipts are required for reimbursement to be provided, and ANB may request that individuals take advantage of a known hotel discount code.
9. ANB may request that individuals of the same sex share accommodations. In such circumstances, ANB will make all reasonable efforts to accommodate roommate preferences, and will not assign a number of individuals that is greater than the number of beds in the accommodation.

## **Transportation**

10. Reimbursement for transportation via personal vehicle shall be at a rate of \$0.58 per kilometre driven. Receipts are not required for reimbursement to be provided. For clarity, when multiple individuals eligible for reimbursement share transportation via personal vehicle, only the driver will be eligible for reimbursement.
11. Reimbursement for transportation via rental vehicle shall be provided at cost (rental vehicle, fuel, insurance). Receipts and prior-approval by ANB for usage of rental vehicle are required for reimbursement to be provided, and ANB may request that individuals take advantage of a known rental vehicle agency discount code.
12. Reimbursement for other forms of transportation (e.g. flights, ferries, buses, subways) and other expenses associated with transportation (e.g. tolls, parking) shall be provided at cost. Receipts are required for reimbursement to be provided.

## **Other**

13. ANB may provide reimbursement for other reasonable expenses. Receipts are required for reimbursement to be provided.
14. ANB will not under any circumstances provide reimbursement for alcohol.

Adopted by BOD, December 3, 1995  
Amended by BOD, May 8, 2004  
Amended by BOD, October 11, 2005  
Amended by BOD, September 17, 2025