



## Synchro NB Expense Guidelines and Form

**Purpose:** To create guidelines for Synchro NB Expenses, and to standardize how expenses are submitted.

**Responsibilities:** All meet related expenses are submitted to the meet manager. All other expenses are to be submitted to the signing officers of Synchro NB (the President and/or the Treasurer)

**Meet related expenses** Travel, accommodations and meals for officials (including the Chief Scorer) attending meets will be covered by Synchro NB. Note that money paid to officials comes from the same pot as money available for athlete and coach development: officials are asked to exercise good judgement and demonstrate good values when claiming expenses.

- **Travel:** Mileage for personal vehicles is paid at \$0.30/km. Officials travelling from the same city are encouraged to carpool whenever possible. Any other travel expenses such as airfare or car rentals must be pre-approved by the Synchro NB signing officers in order to be eligible for reimbursement.
- **Accommodations:** Officials will normally share hotel rooms (2 officials per room). If an official wants to have her/his own room, or is also coaching at the meet, Synchro NB will typically reimburse 50% of the room.
- **Meals:** Under normal circumstances, only meals that are not provided by the organizing committee will be reimbursed. As a general guideline, a maximum of \$10 for breakfast, \$15 for lunch and \$20 for dinner would be considered reasonable to claim for reimbursement.

**Other Expenses:** All other expenses (meet related or otherwise) should be claimed with prior approval from the Synchro NB signing officers, or following the guidelines outlined in the Synchro NB Budget.



FROM Name: \_\_\_\_\_  
 Address (if cheque will be forwarded): \_\_\_\_\_  
 Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Club affiliation OR Executive: \_\_\_\_\_ Position: \_\_\_\_\_  
 Event (if applicable): \_\_\_\_\_  
 Date: \_\_\_\_\_

Expense Type	Distance	Amount
Travel: \$0.30 per kilometer		
<b>Total</b>		

Receipts attached? YES \_\_\_ NO \_\_\_ To be forwarded? YES \_\_\_ NO \_\_\_

Make cheque payable to:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_