

**Regional Municipality of Wood Buffalo Combative Sports Commission
Policy #2 – Travel, Expenses, and Payment for Officials**

Effective Date: June 13, 2019

Review Date: June 13, 2020

STATEMENT:

The Regional Municipality of Wood Buffalo Combative Sports Commission will pay reasonable expenses incurred by officials, hired for an approved Event.

PURPOSE AND OBJECTIVE:

The objective of this policy is to ensure fair and consistent practices are in place for reimbursement and payment of officials for attending approved Combative Sports Events in the Regional Municipality of Wood Buffalo.

PROCEDURES:

1. Definitions

- 1.1. Commission – means the Regional Municipality of Wood Buffalo Combative Sports Commission, established by Bylaw no.13/019
- 1.2. Combative Sports Event or Event – means an approved Combative Sports competition with one or more Contests
- 1.3. Detailed Receipts – A receipt that consists of a list of every item purchased and the individual costs as well as a GST number if applicable.
- 1.4. Officials – means an individual who is authorized by the Commission to provide services at an Event, including, but not limited to judges, timekeepers, dressing room supervisors, seconds, referees, medical advisers, technical advisors, corner supervisors and inspectors.

2. Responsibilities

- 2.1. Commission Chair to:
 - 2.1.1. Hire officials for approved Events and authorize payments.
 - 2.1.2. Authorize travel for approved Event in collaboration with the Promoter.
 - 2.1.3. Review and authorize all travel expenses incurred.
 - 2.1.4. Provide feedback to officials for any submission of expenses that do not meet the requirements of this policy.
- 2.2. Commission Treasurer to:
 - 2.2.1. Submit payment to officials for approved Events.
 - 2.2.2. Review all expenses to ensure they are consistent with the financial policy.
 - 2.2.3. Reimburse for authorized expense claims.

2.2.4. Will ensure a cheque pick-up form is signed for every cheque that is disbursed.

3. Scope

3.1. This policy only applies to officials hired for an approved Regional Municipality of Wood Buffalo Combative Sports Event by the Commission.

4. Non-Compliance

4.1. Failure to adhere to this policy may result in:

4.1.1. Delay or refusal to reimburse for out-of-pocket expenses.

5. General Procedures

5.1. Payment to Officials

5.1.1. Officials hired for a fee for service for an Event will be paid an hourly rate, as determined in Bylaw No.13/019, for the number of hours as determined in the official's contract.

5.1.2. The Commission will pay the officials' expenses directly, rather than the Promoter paying and being reimbursed.

5.1.3. All officials must complete the official's contract. Not completing the contract could result in delayed or non payment.

5.1.4. All vendors must submit invoices via the Commission Treasurer's email address, invoices given to commission members could result in delayed or non payment.

5.2. Air Travel

5.2.1. All travel must be booked in collaboration with the Commission.

5.2.2. Commission members are responsible to work with officials to ensure that air travel costs are minimized, in order to obtain the most economical fare.

5.3. Use of Personal Vehicle for Event Travel

5.3.1. Reimbursement for private vehicle use will consist of: \$0.54 per km for all event travel.

5.3.2. The Commission will not pay for or reimburse Event officials for traffic violations.

5.4. Accommodations

5.4.1. Detailed accommodation receipts that itemize the amount per night and all other charges are required.

5.4.2. Where an Event official makes arrangements for private accommodations an amount of \$50.00 per night may be claimed; no receipts are required.

5.5. Meals, Gratuities and Other Expenses

5.5.1. There is a 15% maximum gratuity allowance on all expenses related to meals.

5.5.2. Event officials required to travel for the purpose of Commission Events may claim a per diem rate of \$75.00 per day, for twenty-four (24) hour period; no receipts are required. When an official is travelling for a portion of a day, meal allowances may be claimed without a requirement for receipt as follows:

Breakfast	Lunch:	Dinner
\$15.00	\$20.00	\$30.00

5.5.3. Meal allowances and per diems are NOT authorized when:

Breakfast: The departure time is later or the arrival time is earlier than 0600 hours.

Lunch: The departure time is later or the arrival time is earlier than 1300 hours.

Dinner: The departure time is later or the arrival time is earlier than 1930 hours.

5.5.4. Liquor will not be reimbursed.

Approval

This policy shall be reviewed in one (1) year from its effective date to determine its effectiveness and appropriateness. This policy may be assessed before that time as necessary to reflect best practices.

Approving Authority: Regional Municipality of Wood Buffalo Combative Sports Commission

Review Due: June 13, 2020

Signed by:



Sandy Bowman, Chair



Moe Kdouh, Treasurer

