Athletics Ontario Officials Expenses Guidelines

# General Information

Athletics Ontario officials shall be compensated for out-of-pocket expenses while engaged in Athletics Ontario business. **Any expenses incurred outside of travel costs must be approved by the meet director or LOC, then submitted directly to the meet director or LOC not as part of the Officials expense form.**

**Submitting Travel Expense Claim:**

All officials must submit their expenses on the AO Technical Officials **Travel Expense** [**Claim form.**](https://athleticsontario.ca/wp-content/uploads/2022/03/2022-Officials-Expense-Form.pdf)

* Copies of the expense forms will be available at all AO championship meets.
* Forms will be found in the sign in binder at the AO Athletes Registration Desk.
* Claim Forms should be completed and submitted within 30 days of the meet.
* The completed form can be left in the Expense Forms File in the Sign-in Binder, only if the Treasurer is on site at the meet to claim the forms
* Email submissions must be sent to officialsexpense@gmail.com (PDF or JPEG format).
* Parking receipts must be included with the expense form.
* Please retain a personal copy of the submitted expense form just in case of a form being misplaced or a discrepancy

## Approval and Reimbursement

Once the expense claim is approved by the AOOEC treasurer and sent on to the AO office for reimbursement, the AO office will process the reimbursement in a timely manner. AO has requested officials set up direct deposit by completing the Direct Deposit Authorization Form which can be found on the AO website. Email to set up a direct deposit office@athleticsontario.ca

Note: If an official does not have direct deposit set up with AO, then AO will only process and pay travel expenses by cheque at the end of the indoor season and again at the end of the outdoor season.

# Travel to Athletics Ontario Championships

Travel to AO championship meets is the responsibility of Athletics Ontario.

Accommodations, meals and other out of pocket expenses, (parking, starters shells, PA system, printing/photocopying) for an AO Championship meet shall be the responsibility of the meet organizers, at rates agreed upon ***prior*** to the meet.

Travel Expenses for meets other than AO championship meets (e.g.: Athletics Canada Championships, AO prep meets) shall be the responsibility of the host club or organization.

Only registered officials who are invited to the meet qualify to submit travel expense claims.

Mileage is calculated using Google Maps for an electronic map distance calculation. Mileage will be calculated using the shortest (distance) route (excluding toll routes).

If in doubt about the route being used, and the expectations for means of mileage calculations please clarify with the treasurer BEFORE submitting expense report, especially if travelling from a long distance.

Please provide the Treasurer with a copy of the electronic map of your route. This only has to be done once unless the claimant has changed address.

## Car Travel Expenses

All AO officials are encouraged to carpool to meets, especially when travelling longer distances. Officials travelling together cannot submit individual travel expense forms when travelling in the same vehicle.

Please indicate on the Travel Expense Claim the names of the officials from different addresses traveling together in your vehicle.

The reimbursement rate for car pooling for travel will be:

|  |  |
| --- | --- |
| Number of Officials in Vehicle | Reimbursement Rate |
| 1 | $0.45 per kilometre |
| 2 or more officials  | Add $.05 per kilometer for each additional official |

Officials are expected to utilize shuttle transportation if provided to and from the officials’ accommodation hotel and the site of the meet. If this shuttle transportation is not provided, the official is eligible to submit a Travel Claim for mileage between the accommodation hotel and the site of the meet.

## Meals

When meals are not provided free of charge by AO or the meet organization, then meals will be reimbursed for each day or part thereof that the official is required to be at their event as per the schedule of the meet. Meals will be reimbursed as in chart below. Meal receipts are not necessary.

|  |  |
| --- | --- |
|  Meal |  Amount |
| Breakfast | $8.00 |
| Lunch  | $12.00 |
| Dinner | $20.00 |

If an official finds the meals provided are not to their taste, they are not eligible to submit a claim for meals. Dietary restrictions will be accommodated as much as possible by the LOC or AO.

Meals rates will apply for the day(s) of the meet only.

Meals when travelling to and from the meet are NOT eligible for reimbursement. Meals on the night before a meet, and meals the evening after a meet for those coming and staying in a local hotel are **not** eligible to be claimed on the AO Travel Claim form.

In the circumstances that a meet or event runs later than 6:00pm and there has been no provision for dinner for these officials, then the officials involved in the specific events running late are eligible to add a meal expense ($20.00) for dinner as per the Officials Expense Guidelines. **Please make a note of this in your expense form.**

## Accommodation

All officials who are requesting accommodations must indicate this on their Availability Form when submitting this to the Director of Availability. This should be confirmed again once you have received the confirmation to officiate. This will allow AO or LOC to prepare the rooming list and ensure there is accommodation for non commuting officials.

If accommodation is not provided by AO or the LOC free of charge to officials, then the cost of the overnight accommodation including taxes can be claimed. Accommodation expenses must be approved in writing **by Meet Director or AOOEC, Director of Availability or Chairperson** prior to the meet. Anything of a personal nature (room service, TV extras, Wi-Fi,) cannot be claimed.

The accommodation that will be eligible for reimbursement must be based on double occupancy at a standard low-cost hotel. (A standard room would resemble that offered by the Hilton, Holiday Inn style hotels).

In the situation where an official selects a more costly accommodation than the AO approved accommodation, that official will only be reimbursed at the standard hotel room rate of the approved hotel. The official is personally responsible for paying the difference in the accommodation rate. Receipts must be submitted with claim form.

Most AO championship meets are of a two-day duration. Officials who must travel greater than 75 km.one way, will have the option of commuting daily or staying in the accommodation provided by AO or the meet LOC.

Those officials who live within the 75 km radius of the meet site and request to stay in the provided accommodation, rather than commute daily must have this approved by the **Director of Availability** prior to the date of the meet.

Officials traveling more then 100km to the meet can request accommodation for the night before the meet, or the night after a meet. This would have to be approved and confirmed in writing by the **AOOEC Chairperson or Director of Availability**, prior to the meet.

## Parking

Parking expenses will be eligible to be claimed if:

Local officials:

1. Parking passes or free parking has not been made available for the officials at the meet venue.

For out-of-town officials:

1. The parking at the approved AO /LOC accommodation is not provided free of charge to guests at the hotel. Parking must be in the designated parking lots/area determined by AO or the LOC.
2. There is no transportation provided between the approved hotel accommodation and the site of the meet. The parking costs at both the hotel and the meet location will be eligible, with the necessary receipts attached to the claim form.

Only parking costs at the recommended parking facility/lot will be reimbursed.

Parking expenses at an alternative facility/lot that may be closer but more expensive will only be reimbursed at the standard rate for parking at the recommended parking facility/lot.

# Travel for Officials Upgrading Their Qualifications

All travel plans for upgrading must be approved by the **AOOEC chairperson** prior to making any bookings. All approved AO officials traveling for upgrading will be provided with instruction on the approved mode of transportation and accommodation prior to the meet. When it is necessary to make your own travel plan, please be sure you have it approved by AAOEC Chairperson and the meet director (as necessary) ahead of time.

When submitting Travel Expense forms that are related to Evaluation. Please indicate this on the expense form in the comment section.

The LOC for the meet will provide information on the travel and expense policy, dependent on the location of the meet. The AO Travel Claim Form can be used unless otherwise indicated by the Athletics Canada representative coordinating the Upgrading or the LOC.