



## **Expense Guidelines**

Expenses made to conduct the business of Athletics Alberta may only be made with PRIOR understanding and approval of the Executive Director of Athletics Alberta.

Expenses are allotted as follows:

Mileage = \$0.50/km OR fuel

Receipts must be submitted for fuel expenses. Both mileage and fuel are not expensed; submit one or the other.

Food and beverage per diem = \$50 per person

Receipts must be submitted for food and beverage expenses. The \$50 per diem is inclusive of breakfast, lunch and dinner; if less is spent on food and beverage, the lesser will be reimbursed. The maximum daily reimbursement is \$50 per person.

Group meals (as in, team staff meals) must have prior approval from the Executive Director and will receive a maximum allowance.

Honorariums = Honorariums are at the discretion of the Executive Director. The usual daily honorarium is \$250 depending on hours served and work completed.

Expense reports are to be [submitted via this form](#) with receipts included.