



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.