



Policies and Procedures

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1 Expenses and Reimbursements Policy

This Expenses and Reimbursement Policy defines reasonable expenses to be claimed by the PBNB Board members travelling on PBNB related business, including training.

The **Board** is responsible for

- ensuring that the principles and mandatory requirements contained in this policy are adhered to
- approving any items identified as Board Approval required
- exercising discretionary authority within the guiding principles of this policy.

The **Board Members** with approval authority under this policy are responsible for ensuring that

- expense claims are consistent with this policy
- expense claims are verified and approved before reimbursement
- expenses were necessarily incurred in the performance of PBNB business
- appropriate receipts are provided to support expense claims, and that claims documentation is appropriately filed
- all expenses have appropriate justification.

Table of Authorities			
Description	Amount of expense	Pre-approval required (Yes/No)	Approval required by
Travel, training and business meetings	<= \$100	No	
	>\$100	Yes	PBNB Board

Administration

- All claims must be submitted on a timely basis within the fiscal year as directed by PBNB. Claims should normally be submitted within one month of occurrence of expenses.
- Expense claims for reimbursement must be submitted to the Board with a detailed account of related expenses.
- Once approved, the Treasurer will issue a cheque to the PBNB Board members for reimbursement of expenses.
- All claims must be approved by the PBNB Board and must be accompanied by appropriate receipts and any necessary justification/documentation.
- Original receipts (not photocopies) must be submitted with all claims unless otherwise indicated in this policy. In the case of restaurant charges, credit card slips by themselves are not sufficient to support a claim for reimbursement.
- Where the Board member certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

1.1. Travel Expenses

The PBNB Board has the responsibility to authorize and determine when travel is necessary, and to ensure that all travel arrangements are consistent with the provisions of this policy.

Travel costs are reimbursed as follows:

- Wherever practical, Board members are expected to travel by the most direct route and use the most economical means of transportation, considering the travel time involved.
- Board members may submit a claim for the reimbursement of travel expenses incurred while performing their duties, in accordance with the rules set out in this policy.
- For claims purposes the start and end point of any trip is where the Board member leaves from or returns to
- The Board assumes no obligation to reimburse expenses that are not in compliance with the Travel Policy.

Board Members who travel

Members who travel on PBNB business are responsible to become familiar with and abide by the Travel Policy, and to seek clarification from the Board as needed. They are responsible for

- complying with the provisions of this policy
- obtaining authorization to travel in accordance with this policy.
- completing and submitting travel expense claims with necessary supporting documentation
- cancelling reservations as required, safeguarding travel advances and funds provided, and making outstanding remittances promptly
- considering alternatives to travel such as teleconferencing and videoconferencing
- obtaining required/recommended immunizations or medications before travelling (when and if necessary)
- arranging travel arrangements directly with service providers

PBNB reimburses expenses incurred for

- taxi charges
- ferry charges
- bridge, road and tunnel tolls
- parking charges.

Taxis

The use of taxis should be confined to short trips in situations where it is not suitable or reasonable to use local public transportation. The points of departure and destination as well as the nature of the trip must be indicated on receipts or travel claim. Taxi expenses are justified where group travel by taxi is more economical than the total cost, had individuals travelled separately.

Fines

The Employer will not reimburse parking, traffic or other motor vehicle fines.

1.1.1. Use of Vehicle

Least expensive option

The least expensive option between the use of a private vehicle or a rental vehicle for traveling on PBNB business must be used. The use of the more expensive option requires prior approval.

Depending on the distance traveled, rental vehicles are often the most economical option.

The following must be considered before authorizing the use of a private vehicle

- Cost of alternate means of transportation
- Number of persons travelling
- Urgency of travel
- Availability of rental vehicles
- Weather conditions.

Kilometric allowances for private vehicles

If using your private vehicle, reimbursement is \$.41 per kilometer.

Insurance for privately owned vehicles

PBNB does not accept any liability under any circumstances for claims arising from the use of privately owned vehicles.

Board Members using a privately owned automobile for PBNB business are responsible for proper insurance and payment of insurance premiums for such use.

Accidents

The PBNB Board member is solely responsible for any accident and associated expenses and actions. PBNB is not liable for any aspect of the accident or expenses due to the accident.

1.1.2. Meals Allowance

Meal allowances for those traveling are as follows:

Meal period	Amount
Breakfast (between 12:00 a.m. and 12:00 noon)	\$10.00
Lunch (between 12:00 noon and 6:00 p.m.)	\$15.00
Dinner (between 6 p.m. and 12:00 a.m.)	\$25.00
Total	\$50.00

No reimbursement of meal costs shall be made for meals that could normally be taken prior to departure or after return.

1.1.3. Hotels and Private Residences

Hotels

The hotel used should be hotels where PBNB gets a discount as much as possible. The list can be found on the PBNB website. A cap of \$130/night plus tax applies to this type of expense.

Cancellations and guaranteed reservations

When travel plans change and accommodations will not be required, the Board member shall ensure that reservations are cancelled directly with the commercial establishment in a timely manner to avoid unnecessary charges.

Private Residence

Reimbursement is \$40 per night of travel status for accommodation at a private residence.

1.1.4. Internet or Data charges

Internet or Data charges for business purposes will not be reimbursed.

1.1.5. Incidental Reimbursement

The PBNB Board has discretion on any reimbursement above amounts set in this policy for any extraordinary circumstances.

1.2. Training Expenses

A PBNB Board Member must have a Terms of Reference Plan that describes and supports the requirements for training and the benefits it will provide to PBNB members.

After the Board Member's Training, that Board Member must adhere, or attempt to adhere, to the goals set in their Terms of Reference for the remainder of their expected Board term. If they do not, then the expenses incurred by PBNB for their training must be reimbursed to PBNB.

The level of PBNB funding is determined by the PBNB Board and may cover a portion of the cost of training and books as well as other training expenses.

This type of expense must be pre-approved by the Board.

1.3. Business Meeting Expenses

Reasonable expenses for PBNB related meetings may be reimbursed as approved by the Board

- for room and equipment rentals, meals, refreshments and other related service costs
- to facilitate the conduct of official PBNB business.

2 Financial Support for Tournaments

There will be a maximum of \$3,000 allocated per year to support tournaments held in NB with priority given to the Atlantic Regional Tournament (if held in NB) and the NB Provincial tournament.

2.1 Club Tournaments

PBNB will give (upon request) an amount of \$250 to all PBNB Affiliated clubs that host a tournament. The tournament must be open to all members of PBNB and be posted on the PBNB website. The tournament must have a minimum of 60 participants to keep the \$250. A club will be asked to refund the money provided by PBNB if the 60 participants requirement is not respected.

PBNB will be considered a sponsor of the tournament and will get recognized as such. PBNB may also provide other items such as boards if necessary.

This financial support will be limited to 1 tournament per year per PBNB Affiliated club.

2.2 NB Provincial Tournament

PBNB will give (upon request) an amount of \$500 to the PBNB Affiliated club that is hosting the NB Provincial tournament.

PBNB will be considered a sponsor of the tournament and will get recognized as such. PBNB may also provide other items such as boards if necessary.

2.3 Atlantic Regional Tournament

PBNB will give (upon request) an amount of \$500 to the PBNB Affiliated club that is hosting the Atlantic Regional tournament.

PBNB will be considered a sponsor of the tournament and will get recognized as such. PBNB may also provide other items such as boards if necessary.

3 PBNB payout to Affiliated Clubs

Every PBNB Affiliated club will receive \$3 for each active member that identified their Club as their Home Club in the Pickleball Canada National System (PCNS). The calculation of the number of members for each affiliated club will be as of January 15 and the payout will occur by January 31. There is no payout to V-Clubs or any NB club that has not signed an Affiliated Agreement with PBNB.

4 Criminal Background Check for Board Members and Clubs

4.1 Board Members

All PBNB Board members are required to have a criminal background check performed or show proof of a criminal background check that has been completed within the last 6 months. PBNB will pay for the criminal background check for the Board members.

4.2 Affiliated Clubs

The President and Treasurer of affiliated clubs are required to have criminal background checks or show proof of a criminal background check that has been completed within the last 6 months. Also, anyone dealing with youth or vulnerable adults will require criminal background checks. PBNB will not pay for Club members' criminal background checks.

PBNB is automatically billed by the system when the Criminal background check is requested. The criminal background check fees for the President and the Treasurer of a club will be subtracted from the \$3/member rebate paid out on January 31 for that club.

If the PBNB Affiliated club President and Treasurer have not completed the required criminal background check as of January 15, the PBNB payout for PBNB Affiliated clubs will not be paid and the club will lose their Affiliated status.