TITLE	**Expenses reimbursement policy**
TYPE	Policies
ENTRY IN FORCE	December 20, 2022
DATE OF LAST REVIEW	May 29, 2026
FREQUENCY OF REVIEW	Annual
TARGET COMPONENT	Pickleball NB- Executive & Directors
RESPONSIBLE SECTOR	Pickleball NB-General
DISTRIBUTION	- Executive & Directors
ADOPTED ON	June 11, 2026

1. SUMMARY

The purpose of this policy is to defines reasonable expenses to be claimed by the PBNB Board members travelling on PBNB related business, including training.

2. RESPONSIBILITIES

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

3. 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.

4. ELEMENTS OF THE POLICY

4.1- Travel expense

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.

4.1.1 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.

4.1.2 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.

4.1.3 Fines

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

4.2 Use of vehicles

4.2.1 Least expensive option

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

Depending on the distance travelled, 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.

4.2.2 Kilometric allowances for private vehicles

If using your private vehicle, PBNB will reiumburse as following:

Kilometric level / fiscal year (individuals record of accumulated kilometer revert to 0 on January 1st of each year	Effective January 1st, 2026
For each of the first 8,000 kilometers per year	0.58$
For each of the the next 8,000 kilometers per year	0.53$
For each kilometers in excess of 16, 000 kilometers per year	0.46$

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4.2.3 Insurance for privately owned vehicle

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.

4.2.4 Accident

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.

4.3 Meal allowance

Meal allowances for those travelling are as follows:

Meal period	Amount
Breakfast (between 12:00 a.m. and 12:00 noon)	$15.00
Lunch (between 12:00 noon and 6:00 p.m.)	$20.00
Dinner (between 6 p.m. and 12:00 a.m.)	$30.00
Total	**$65.00**

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

4.4 Hotel and private residences

4.4.1 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. To receive reimbursement for hotel, individual must submit a receipt for their accommodation and always aim for the less expensive option possible. Expenses and explanations must be submitted to the committee for approval, and will be managed on a case-by-case basis.

4.4.1 a) 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.

4.4.2 Private residence

Reimbursement is $45 per night of travel status for accommodation at a private residence.

4.5 Internet or data charges

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

4.6 Incidental reimbursement

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

4.7 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

4.5 Annual Rebate

Each year, all affiliated club are eligible to receive an annual rebate. This is calculated based on the numbers of members that has selected the club as home club as of January 15 of each year. The amount allocated per player is to be reviewed annually and be approved by the members at the Annual General meeting while approving the budget for the upcoming year.

Effective January 1st, 2026, the amount allocated per player is fixed at $2.50.

To receive the annual rebate, the club must submit an email address specific for the use of the club. No money will be sent to individual's email address. All payment will be sent by e-transfer. A receipt confirming the issuance of the rebate will be sent to the clubs via email.

4.6 Respect in sport reimbursement

Pickleball NB wants to encourage the training of the volunteers, the coaches and the referees within the organization. Therefore, Respect in sport training is available through Pickleball New Brunswick website. Pickleball NB will refund 100% of the registration fees for this training. Refund will be sent to the affiliated club, and the affiliated club will send the money to the member. EXCEPTION: Referees and Board members of Pickleball NB will receive their refund at their individual email. Members must refer to the Screening policy in order to know which training is mandatory and for more information.

4.7 Coaching clinic reimbursement

Pickleball NB through the Coaching clinic directive is committed to refund 1/3 of the registration fees of the coaching course. Individuals must follow the

coaching clinic directive and submit all pertaining documentation to the director of coaching. Refunds will be issued to affiliated club and the affiliated club will send the money to the individual.

4.8 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.

5. UPDATE OF THE POLICY

The policy will be reviewed annually, or as operational needs dictate.

6. ENTRY IN FORCE

This policy will enter into force on December 20, 2022.