SASKATCHEWAN ATHLETICS

TRAVEL POLICY

1. Rationale

Travel is subsidized where possible by Saskatchewan Athletics depending on budget limitations. Saskatchewan Athletics has limited financial resources and wishes to maximize these resources to ensure the greatest program opportunity for its members.

2. Travel Expenditures

a) Ground transportation if less than 30km round trip will generally not be reimbursed. Travel that is confined to city limits within the Province of Saskatchewan will not be reimbursed.
b) Air travel will be covered up to approved budget limits and according to policy established by the Program Committee for said budget year.
c) Train and bus travel will be covered as in #2 above provided it does not exceed the most economical air travel rate.
d) Private vehicle travel will be reimbursed at the rate of $.45 per Km as in #2 above provided it does not exceed the most economical air travel rate.
e) Receipts must be presented for all travel other than by private vehicle where the number of Kilometers traveled will determine the amount paid. Claims and receipts for travel must be submitted to the office no later than three (3) days after the trip has been completed.

3. Meals & Accommodation

a) The limit for in province per diem for meals is $65 per day. Out of province per diem for meals is $65 per day. Where a meal is provided, the cost should be deducted from the per diem. Where meals and accommodation are provided as a package no per diem shall be issued.
b) Per diems for international events (may be paid at a higher rate depending on circumstances).
c) Where Saskatchewan Athletics is providing hotel accommodation, the practice of two persons per room should be followed when possible. If a participant requests a single room, they shall be expected to bear the excess cost
d) Where Saskatchewan Athletics is providing hotel accommodations, a person using private accommodations in lieu of hotel may be supported to a maximum of $15 per day.

5. Funding Criteria for National Travel

a) Eligibility is dependent upon the Saskatchewan Athletics Funding Standard Criteria. Amounts available will depend on the number of athletes qualifying and the size of the budget. Athletes may expect not more than 75% of economy airfare. Alternate arrangements may be made to accommodate National Championships held within Saskatchewan or championships in neighboring provinces where buses may be used.

b) These alternate arrangements will be established in consultation with the Programs Committee.

c) Athletes must achieve National Funding Standard once and achieve the standard outdoors from January 1st up to and including National Championships.

d) Additional athletes may qualify based on criteria established by Program and Technical Committees.

6. Funding Criteria for Living Out of Province

a) The athlete must be registered with Saskatchewan Athletics in the current season and is a member in good standing.

b) The athlete must have provincial club affiliation or National Hub Training.

c) The athlete must compete at the Provincial Championships to receive National Championship funding. Funding is available for National U16, U18, U20 and Senior Championships (track & field, cross-country).

d) Funding will be the amount the athlete would be entitled to if residing with their home Club, or the amount entitled to based on travel from their current place of residence to the National Championships, whichever is less.

TRAVEL POLICY AND CLUB TRAVEL PROCEDURE 02/17

PURPOSE:

To outline the role of Saskatchewan Athletics in serving the travel needs of the membership.

PREAMBLE:

Historically, SA has been involved in coordinating, booking, paying for and invoicing clubs and individuals for travel costs related to a variety of athlete related travel. As the costs of travel have increased over the years, the level of accounts receivables has increased and this impacts on the cash flow of the Association. These services to the membership take a considerable amount of administrative time over the course of a year.

The 2006 Board of Directors in reviewing the activities of the Association in the travel area have concluded that with the increased availability of the membership to computers and the significant increase in the use of personal credit cards for making payments that the Association should reduce significantly its role as a travel coordinator and banker. The Association should refocus its role in the following travel areas:

1. Booking all travel and accommodation arrangements for activities involving provincial teams where SA is responsible for all costs.

PROCEDURE GUIDELINES

1. SA will make all travel and accommodation arrangements for Provincial Teams (example U18 Team, U16 Team, CSG Team or WCSG Team etc). Any fee charged to participants will be identified in advance and collected in advance of the trip.

2. SA will not make travel arrangements or hotel arrangements for parents/guardians or non-members of the Association.

3. SA will not be involved in booking travel to National Meets (Seniors, U20, Cross Country, etc). SA may from time to time recommend the travel alternatives. If in unusual circumstances approved by the Executive Director, SA does make travel arrangements for a member Club, the Club will be invoiced immediately and payment will be expected within 7 days.

4. From time to time there is an economic and convenience benefit of having intercity travel at a National meet coordinated by SA. In these cases the cost will be invoiced to the member clubs involved immediately following the event. Unattached members will pay by cash/cheque or credit card prior to the meet.

5. SA will only arrange travel for unattached members or an individual member of a club in unusual situations that must be approved by the Executive Director in advance. In these cases the individual must pay immediately with cash or valid credit card.

6. Athletes eligible for funding from SA for a particular event will receive it after the event is complete. An Athlete may receive the funding in advance of the event if they submit proof that they have booked their travel and hotel. If after they have received their funding they do not attend the event their Club will be invoiced for the amount of the funding.