

Travel and Expense Policy for Volunteers

Travel Policies and Guidelines

- For regular meetings/events of approved committees—35¢ per kilometer
- For special events/projects—no reimbursement for 100 kilometers or less. 25¢ per kilometer after the first 100 kilometers. Decision must be made in advance of the event/project by the applicable provincial adviser as to payment and they are responsible for notifying volunteers of the policies
- Mileage of less than 10 kilometers per month will not be paid
- Taxi and other travel reimbursement—approval must be received advance
- Most economical method of transportation should be selected. All methods of transportation from a distance should be discussed with the Executive Director who will assist in the booking
- Receipts are required for all forms of reimbursement other than mileage
- All volunteers requesting payment (mileage or reimbursement) are required to complete a travel reimbursement form

Accommodation Policies and Guidelines

- Accommodations will be paid at the most economical rate. Prior approval must be obtained. The Executive Director should be contacted to assist in any booking of rooms
- Receipts are required for all forms of reimbursement. Credit card copy of the receipt is not acceptable. The receipt must list the number of nights and charges to the room and the vendor's name and GST registration number
- Rooms should be shared when appropriate. If the volunteer requests not to share a room, then that volunteer will be billed half the room cost
- Phone calls made from the volunteer while staying at the hotel are the responsibility of the volunteer. No phone calls will be reimbursed. The provincial office has a calling card that can be used for Girl Guide business. Personal calls are the responsibility of the volunteer
- Rooms will only be paid for the time that is required for the event/project or meeting. Any additional days will be the responsibility of the volunteer

Meal Policies and Guidelines

- Meals will be reimbursed to a maximum rate of:
 - Breakfast—\$9.00
 - Lunch—\$9.00
 - Dinner—\$18.00
- All meal reimbursements require prior approval. Meals will only be reimbursed where not provided as part of the meeting, event or project
- Receipts are required for all forms of reimbursement. Credit card copy of a receipt is not acceptable. The receipt must list what was purchased and the vendor's name and GST registration number. These can be requested from the restaurant

Other Expenses Reimbursement Policies and Guidelines

- Prior approval must be obtained
- Receipts must be provided
- Reimbursement form must be completed

Please note that volunteers wishing to donate all or part of their reimbursement of expenses as a tax-deductible donation may do so by writing a personal cheque to the Girl Guides of Canada-Guides du Canada. An official income tax receipt will be issued.

Approval Policy

- Any committee expense incurred by committee members must be approved by the applicable Provincial Adviser or her Deputy
- Any event expense must be approved by the applicable Provincial Adviser or her deputy in charge of the event
- Any expense incurred by a provincial adviser must be approved by the Provincial Commissioner or Deputy Provincial Commissioner
- Any expense incurred by the Provincial Commissioner must be approved by the Deputy Provincial Commissioner or the Treasurer
- Any expense incurred by the Executive Director must be approved by the Provincial Commissioner or Deputy Provincial Commissioner
- Any expensed incurred by the staff must be approved by the Executive Director
- Any expense exceeding the budget or extraordinary items require additional approval by the Provincial Commissioner or Deputy Provincial Commissioner