



**Canada Games
Council**
*Inspiring Dreams and
Building Champions*

**Conseil des Jeux
du Canada**
*Du rêve au
champion*

Canada Games Council Games Policy and Procedures

POLICY NUMBER: OG2

NAME: Major Technical Officials and Sponsored Medical Personnel Travel and Reimbursement Policy

FUNCTIONAL UNIT: n/a

RELEVANT STANDARD: n/a

APPROVED BY: CGC Sport Committee

ORIGINAL APPROVED DATE: 2007.02.01

REVISION APPROVAL DATES: 2007.05.29, 2008.02.07, 2010.04.01, 2010.11.17

PREAMBLE

The Canada Games Council (CGC) is responsible for arranging the travel to and from the Canada Games for Major Technical Officials and Sponsored Medical Personnel (with a permanent residence 100km outside of the Host City) and covering any eligible expenses incurred along the way. Once the Major Technical Officials and Sponsored Medical Personnel arrive in the Host City, the Host Society becomes responsible for meeting their ground travel, accommodation and per diem needs.

POLICY STATEMENT

The CGC will provide travel to and from the Games' Host City for Major Technical Officials and Sponsored Medical Personnel, and will reimburse these volunteers for eligible expenses according to the guidelines and procedures described in this policy.

STANDARDS

36-M-01 / #36-G-02 / #36-G-04 / # 48-G-02 / # 54-G-04 / #60-M-01 / #60-G-03

COUNCIL'S ROLE IN IMPLEMENTATION OF POLICY

National Partners/ Partenaires nationaux



PROCEDURES

The following principles will guide the reimbursement practices of the CGC in respect of Major Technical Officials and Sponsored Medical Personnel:

1. Only Major Technical Officials and Sponsored Medical Personnel with a permanent residence 100 km outside the Host City will be reimbursed.
2. Only travel in Canada will be reimbursed.
3. Once the selected mode of transportation (ground or air) to the Games is confirmed by the participant with the CGC Travel Supplier, no alterations between the two will be permitted.
4. All travel which is funded by the CGC must be booked through and/ or confirmed with the CGC's Travel Supplier and must respect the pre-determined departure and arrival dates set by the National Sport Organization (NSO)/Host Society. Participants who wish to arrive earlier or depart later for personal reasons must obtain approval from the CGC Travel Supplier and shall be responsible for their own accommodations leading up to and following the pre-determined arrival and departure dates.
5. Once the travel arrangements are booked, all deviations and modifications to the initial arrangements must be approved by CGC's Travel Supplier. A detailed letter explaining the change procedures will be sent to participants by the CGC's Travel Supplier following the initial booking and/or confirmation of travel plans. Ticket change requests may be accommodated provided that no extra costs are incurred to the CGC as a result of the change. If additional costs are incurred for modifications or changes, these shall be at the expense of the participant. If a ticket is cancelled or unused by a participant, any costs lost to the CGC will be recovered either through the participant or the NSO.
6. In the event that the aircraft (or other method of transportation) does not depart or must stop in a case of force majeure (mechanical problem, storm), the CGC Travel Supplier needs to be contacted before any actions on behalf of the participant is taken, if reimbursement of additional costs are expected. The CGC Travel Supplier is responsible for arranging alternate transportation within the reasonable inherent costs in accordance with the budget.
7. Processing and reimbursement could take up to 8 weeks but every attempt will be made to process and reimburse with the shortest administrative delay possible. All requests for reimbursements must be submitted to the CGC Travel Supplier on time and be accompanied by an official receipt (except where noted) or proof of mileage.
8. All eligible travel expenses incurred by Sponsored Medical Personnel and Major Technical Officials, subject to the limitations noted below, will be reimbursed.

LIMITATIONS

9. Ground transportation will be reimbursed at a rate of \$0.44/km (from home address to Host City accommodations (return) – verified by Mapquest). Only 1 vehicle per home address will be reimbursed. Participants who choose to drive to/from the Games will be reimbursed for mileage, toll fares (bridges, tunnels, ferries) and parking up to a maximum of the average cost of an economy airline ticket from their home city to the Host City. Expenses for rental vehicles will not be reimbursed, unless exceptionally arranged for by the Travel Supplier, due to a case of force majeure or in case of pre-approved special individual circumstances.

In the case of multiple participants driving to the Host City within the same vehicle, only the mileage for the driver will be reimbursed. All participants will be eligible to claim for per diem.

10. Taxi and bus fare to and from the airport, in the participant's home city will be reimbursed, only if accompanied by a receipt. Taxi, bus fare and mileage in the Games Host City will not be reimbursed. The Host Society is responsible for local ground transportation and participants are to use the transportation services provided to them.
11. Parking at the airport or accommodations hotel will be reimbursed, only if accompanied by a receipt, and up to the amount permitted within this policy. Only parking expenses covering the necessary time away for the Games are eligible for reimbursement. Parking fees at venues are not eligible for reimbursement.
12. Hotel room night expenses, as a result of airline flight delays or cancellations only, will be reimbursed by the CGC, to a maximum of \$150/night, only if the necessity was communicated and approved by the CGC Travel Supplier prior to the expense. The expense must be accompanied by a receipt. Proof of flight change may be requested (i.e. new boarding pass).
13. Per diems are available for the travel period. Flights scheduled to depart or arrive between the hours of 5:00 – 10:00 qualify for breakfast, between 10:00 – 16:00 qualify for lunch, between 16:00 – 21:00 qualify for dinner. The rate at which each meal is covered is as follows: Breakfast - \$10, Lunch - \$12, Dinner - \$28 (or \$50 for a full day). Receipts are not required. If receipts are submitted, they will only cover to a maximum of the equivalent meal, and only for 1 person. Per diems for participants who choose to drive will be subject to the same limitations. Only 1 full day of per diem (each way) is eligible for reimbursement for those driving.
14. Any additional fees, whether it be for charges for any required criminal or police record checks (CRCs or PRCs) or personal travel insurance are not eligible for reimbursement. NSOs may be able to assist participants with those requests via their own policies.
15. Charges for equipment (CDs, notepads, books, whistles, videotape, office supplies, and the like, etc...) are not eligible for reimbursement.
16. Reimbursement claims that do not reach the Travel Supplier's office by the posted deadline (14 days following the end of the Games) will not be processed.

TIMELINES

NSOs / Host Society approve arrival and departure date for participants	Technical Meeting # 1
NSOs assign a "Travel Coordinator" who will be the main contact between the Major Technical Official, CGC and the CGC Travel Supplier	Technical Meeting # 1
Host Society selects Sponsored Medical Personnel	10 months out
NSOs confirm names of Major Technical Officials	8 months out
Congratulatory Letter sent to Sponsored Medical Personnel and Major Technical Officials	6 months out
Sponsored Medical Personnel and Major Technical Officials arrange for travel arrangements via CGC Travel Supplier according to NSO / Host Society specifications	4-6 months out
CGC Travel Supplier sends participants change/cancellation procedures once initial ticket is booked, along with ticket	4-6 months out
CGC Travel Supplier acts as coordinator for all travel arrangements – leading up to and during Games time	Ongoing
Reimbursement claims received at Travel Supplier's office	14 days post-Games
Filed claims are processed and applicable expenses reimbursed	60 days post-Games