

EMPLOYEE AND CONTRACTOR TRAVEL POLICY

UPDATED: September 2023

INTRODUCTION

Freestyle BC (“FBC”) is committed to ensuring that all participants when participating in FBC sanctioned activities can expect to participate in an environment that is safe both physically and emotionally. This includes group travel to and from events when that travel is a sanctioned part of that activity.

1. The associated procedures for this policy will apply when either FBC or member clubs are arranging group travel to or from events or when there is a commitment to care for the participants.
2. This policy applies to planning for overnight stays and supervision for FBC Teams
3. All persons working in the capacity as a chaperone must be in compliance with the Employee and Volunteer Screening policy.
4. Wherever possible, the Rule of Two

* This policy and associated proceeds DOES NOT apply to privately coordinated travel between members.

As an employee of FBC , you will be required to travel on FBC business. This policy will outline the proper Safety, Transportation, Meals, Lodging, and Documentation and Reporting procedures you will need to follow.

FBC will reimburse its employees for reasonable travel expenses incurred on authorized company business. All travel expenses must be properly documented for approval and reimbursement. Any exceptions to the policy must be submitted to the Executive Director for approval.

SAFETY

All staff and contractors must be familiar with the current National, Provincial and FBC SafeSport policies of the BC UCC and adhere to the Rule of Two in all possible situations. “Rule of Two” - the Rule of Two is a guideline to ensure all interactions and communications are open, observable, and justifiable. Its purpose is to protect participants (especially minors) and coaches in potentially vulnerable situations by ensuring more than one adult. If traveling with athletes who are minors, it is strongly encouraged to have chaperones support travel. All chaperones must be FBC volunteers, abide by the SafeSport policy and provide a Criminal Record Check.

TRANSPORTATION

All company transportation will be conducted in the most economical manner possible. When possible, tickets should be booked at least seven (7) days in advance to benefit from any discounts the carrier offers or through the negotiations made by FBC.

AIR TRAVEL:

- Air travel is required for employees travelling more than 500km unless the Executive Director approves alternate travel arrangements.
- Economy class shall be used as the standard.

SURFACE TRANSPORTATION:

- The cost of public transportation, i.e., taxis, buses or subways, will be reimbursed contingent on the production of a receipt. Expenses related to personal travel will not be reimbursed.

PRIVATE VEHICLES:

- Employees may use their vehicle for business travel if it is deemed less expensive than the rental of a car or public transportation or if it offers significant time savings.
 - Freestyle BC recommends that employees and contractors regularly review ICBC's rules for business use of a personal vehicle and ensure adequate coverage (e.g., \$5M third-party liability coverage).
- Standard mileage reimbursement is \$0.55 per kilometer.
- Parking, tolls, and ferries required will be reimbursed.
- Commuting expenses are not reimbursable.
- Any costs associated with the maintenance, fuel, vehicular breakdown, or damage incurred while driving a personal vehicle are covered in the standard mileage rate and will not be reimbursed.
- The association will not reimburse any traffic violations, including parking tickets.

RENTAL CARS:

- Rental vehicle size should be appropriate to conduct Freestyle BC business successfully.
- Personal liability and physical damage insurance are required on all rented vehicles, either pre-arranged through negotiations with a preferred vendor or standard renting from a non-preferred vendor.
- If there is damage to a rental car, contact the Executive Director immediately. All accidents must be reported in writing immediately upon return or earlier, with trips

lasting more than three days after damage. A police report is also required.

- The company will not reimburse any traffic violations, including parking tickets.
- Coaches are encouraged to have their Class 4 driver's license.

RAIL TRAVEL:

- All reservations will be made in coach class.

MEALS:

- Employees are expected to keep their meal expenses within their allocated travel budgets. Employees must keep their meal receipts but are not required to submit them with their monthly expense reports.
- Day rates are not to exceed \$65 per day (\$15 breakfast, \$20 lunch, \$30 dinner)

LODGING:

- Reservations for accommodations should be made with mid-range hotels.
- Reservations should be made with preferred vendors.

EXPENSE REPORTS

- Employees are expected to submit a travel expense report monthly.
- Reimbursement will be awarded upon approval of the expense report.
- Employees are obligated to retain and submit receipts for any business expense.
- Entertainment costs will not be covered.
- Incidentals will not be reimbursed when travel is less than one (1) full day.
- Ticket receipts for airline fares must be submitted with the expense account report.
- All expenses documented must be associated with a valid business purpose and fall within the organization's guidelines.

APPROVAL

- The Executive Director must approve all expenses beyond the employees' assigned travel budget.