	Policy: <p style="text-align: center;">Out of Town Official's Travel Reimbursement Policy</p>
Adopted:	<p style="text-align: center;">2010</p>
Current Board Approved Version:	<p style="text-align: center;">December 13, 2023</p>

Purpose

1. The purpose of this policy is to govern reimbursement of travel for Alberta Artistic Swimming (AAS) officials.

Application of this Policy

2. This policy applies to all AAS officials at AAS sanctioned meets, both Partnered Meets and Invitational Meets, hosted within the province.
 - a. Partnered Meet is an Alberta Artistic Swimming Sponsored Competition which are: Northern Lights Event, Rocky Mountain Qualifier and Wildrose Classic.
 - b. Invitational Meet is any meet in Alberta not listed as a Partnered Meet and that is hosted by any artistic swimming club where other artistic swimming clubs will be attending. The host club must adhere to the AAS Competition Sanctioning Policy.

Local Official

3. An official is considered a local official if their travel to a competition is no further than the greater area of the city or town of their residency (defined as within a 75 km radius one way).


Out of Town Official

4. An official is considered an out-of-town official if their travel to a competition is further than the greater area of the city or town of their residency (beyond a 75 km radius one-way).
5. Categories:
 - a) Official (no-conflict) – those individuals attending and acting as an official only will be entitled to 100% of expenses reimbursed as per the guidelines in this policy.
 - b) Official (conflict) – any individual attending and/or acting as an official for events that has conflict(s) as per CAS or AAS rules and/or policies which restricts them from serving on a panel(s) will be reimbursed on a pro-rated basis based on conflict(s) and/or panel availability.

Travel Reimbursements

Only officials determined to be considered an out-of-town official will be eligible for any travel reimbursement(s). The reimbursements outlined below are for an official without conflict. The reimbursements set out below will be pro-rated as appropriate for those officials with conflict(s).

6. Transportation:
 - a) Mileage is provided on a per vehicle basis to an official driving the vehicle:
 - i. shared rate – \$0.40/km for a vehicle with more than one out-of-town official travelling to officiate for the event;

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- ii. single driver rate – \$0.25/km where there is only one official travelling to officiate the event;
 - iii. A rental vehicle used by one official will only be reimbursed up to the price of the single driver rate. A rental vehicle used by more than one official will only be reimbursed up to the price of the shared rate. In both cases, if the rental car is of a lesser cost than the single driver rate or shared rate, as applicable, only the lesser cost will be reimbursed to the official; and
 - iv. airfare will be reimbursed to the lesser of the cost of airfare or the price of a single driver mileage rate. In extenuating circumstances higher reimbursement for air travel may be provided; such approval must be granted in advance of the travel by The Official's Committee Chair and/or the Executive Director.
- b) Officials who travel on a club bus or who are transporting an athlete or coach to the event will not be reimbursed for mileage.

7. Accommodations:

- (a) Officials are required to stay at the host hotel as designated and provided by AAS or the host club. AAS or the host club will cover the cost of up to the equivalent of shared accommodations of 2 officials per room as follows:
 - (i) AAS or the host club will cover the full cost of the room if the official shares with another official. An official may request to share with another out-of-town official of their choice or an official may agree to share with another official as assigned by AAS; or
 - (ii) an official may choose to stay in their own room alone at the host hotel, in which case, half of the room cost will be reimbursed by AAS or the host club.
- (b) In the event that an official is not able to stay at the host hotel, an official may request or be provided with approval in advance from the Technical Director to stay at and be reimbursed for other accommodations. Approval for alternative accommodations must be granted by the Technical Director prior to the event taking place.
- (c) If an official is sharing accommodation with an athlete or a coach who is participating in the competition or staying with a friend or family, there will be no reimbursement for their accommodation.

8. Meals or Per Diem

AAS or the host club will determine which meals will be provided at the competition:

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- a) Where a meal is provided at the competition or at the host hotel, no per diem will be provided to an official.
- b) Where a meal is not provided at the competition, or a request for reimbursement is due to travel, AAS and/or the host club will determine if the official is eligible for a per diem based on their panel schedule and/or travel requirements.
- c) Per diems will be calculated and paid as per the AAS Finance Policy.
- d) AAS and host clubs will do their best to accommodate officials with special dietary requirements or food sensitivities; however, it may be determined by AAS or the host club to provide a per diem for this official or to provide a pro-rated per diem based on what foods or portions of a meal that are available at the event for this official.

9. General:

- a) Officials are not to claim expenses from a competition host where they are being reimbursed by any other source. For example, a coach or chaperone receiving reimbursement from a club or other source.
- b) For Invitational meets, the host club will provide officials with an "Officials Expense Form". Officials shall return the completed Officials Expense Form to the Meet Manager no later than seven days following the competition.
- c) The Board may, in its sole discretion, approve reimbursement of additional or greater expenses than those provided in this Policy incurred in extenuating circumstances by an official.