

Cross Country Ski Ontario

Travel Policy

Cross Country Ski Ontario employees, volunteers, board members, committee members are required to travel for approved XCSO business from time to time. XCSO undertakes to pay for the legitimate costs of such approved travel, either directly or by reimbursement to individuals for the expenses they incur. The purpose of this policy is to describe the entitlements and related procedures.

1. Approved XCSO business is XCSO business specifically contemplated and budgeted for in XCSO plans, policies and budgets. Legitimate costs incurred while on XCSO business will be borne by XCSO.
2. The standard of travel, accommodation, meals, etc that is covered by this policy is 'reasonable', rather than 'extravagant' and subject to Ministry of Tourism Culture & Sport limits
3. The majority of XCSO's air travel bookings will be made through the XCSO provincial office by the XCSO Administrator. Flight bookings will be made with the most economical carrier, and should be made well in advance in order to take advantage of seat sales that may become available.
4. Individuals who are unable to make their arranged flight or who need to make changes are required to notify the XCSO provincial office prior to doing so. Those knowing that they will miss their flight are required to cancel their ticket with the airline and claim a credit note for the value of the ticket. The credit note will remain on file at XCSO for future travel. Those needing to make a change of flight dates or time must realize that there may be significant charges for changes. This amount will be subsidized by XCSO for valid reasons only.
5. Baggage fees will be reimbursed by XCSO within reason.
6. Personal Motor Vehicles: Individuals may elect to use a personal motor vehicle for XCSO related travel when this method of travel is more economical than air travel or rental vehicle. Travel by this means will be reimbursed as per financial policy.
7. Rental Vehicles: If the use of a rental vehicle is approved, reimbursement will be for the cost of the rental plus any fuel receipts.

8. The majority of accommodation requirements will be for conferences and meetings and will be coordinated by the provincial office. The principles which govern accommodations are as follows:
 - a. Shared accommodation where possible and if each party is comfortable with such arrangement
 - b. Best rate or group rate as a selected hotel if applicable
 - c. Occupancy from the night of or prior to the first official meeting, through to the night before the last official meeting. Exceptions will be made when departure travel is unavailable for the last day of meetings.

9. A per diem allowance as per financial policy will be provided for every full day while travelling on XCSO business. Partial days will be provided as outlined in the financial policy. A meal allowance will not be paid when a meal is provided during a flight or at a conference, meeting etc. The cost of alcoholic beverages will not be reimbursed on an actual cost basis. However individuals who are receiving a per meal allowance or per diem allowance are at liberty to spend their allowance as they wish.

10. Other expenses incurred for airport shuttles, parking fees, taxis will be reimbursed upon submission of appropriate receipts.