

# GENERAL FINANCIAL INFORMATION

## Submission of Expenses

Expense Forms are to be completed separately for all meetings, clinics, or administrative costs. Expense Forms are to be either collected by the Ad Hoc or Standing Committee Chair and sent to the office or given to the staff member present at the meeting.

All expenses must be submitted within thirty (30) days of incurring them, or they will not be eligible for reimbursement. (Exception: telephone bills may be submitted within sixty (60) days of the actual billing date).

## Payment of Expenses

Payment of expenses is done fifteen (15) days after O.R.A. approval of the expense. Where a receipt is necessary and not attached, this amount will be deducted from the claim. Outstanding accounts receivable with O.R.A. will be deducted from claims received by the delinquent person.

## Policies Re: Meals

Breakfast	-	on approved O.R.A. business prior to 8:30a.m.
Lunch	-	on approved O.R.A. business between 11:00a.m. to 2:00p.m.
Dinner	-	on approved O.R.A. business after 5:30p.m.

## Policies Re: Accommodations

1. Accommodations shall be paid by the O.R.A.
2. The office must be contacted at least one (1) month before scheduled meeting.
3. All rooms will be paid for by Ontario Ringette Association. **PLEASE DO NOT PAY FOR YOUR OWN ROOMS.**
4. All rooms will be double occupancy – two to a room, unless number and/or gender attending dictates a single room. Those people specifically requesting a single room shall be responsible for additional room costs should sharing be available.
5. Any items such as telephone calls, room service, etc. should be paid for by the individual before checking out of the hotel. If not, these expenses will be deducted from the individual's Expense Claim.
6. If you find it necessary to cancel, please let the office know by the specified time given when you are informed of the meeting. If cancellation is made in the required time your room will be cancelled – no charge. Your Region or you, personally, will be charged for last minute cancellations.
7. To be eligible for accommodation for a day or evening meeting, an individual must travel a minimum of 100km one way. (Exception: two day meetings). **Please note: Common sense prevails regarding weather conditions.**

## Policies Re: Airfare

1. The office has a good working relationship with Hudson Travel Group using them exclusively.
2. All air reservations should be made through the O.R.A. office a minimum of one (1) month in advance. Tickets will be delivered to the person to whom the reservation is registered. Should an individual have access to cheaper airfares we ask that you contact the office to make appropriate arrangements.



# ONTARIO RINGETTE ASSOCIATION



3 Concorde Gate, Suite 207, Toronto, Ontario M3C 3N7 Tel: (416) 426-7204 Fax: (416) 426-7359

## EXPENSE CLAIM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PROGRAM INVOLVED IN: (i.e. Coaching, Adult Dev.) \_\_\_\_\_

REASON FOR CLAIM: (i.e. Meeting, Clinic, etc.) \_\_\_\_\_

DATE FOR CLAIM: \_\_\_\_\_ TRAVELLED TO: \_\_\_\_\_ FROM: \_\_\_\_\_

### EXPENSES:

MILEAGE: \_\_\_\_\_ km (Return) at \$0.30/km or other \_\_\_\_\_ \$ \_\_\_\_\_

\*TRAVEL: (rail, bus, taxi, airport limo, parking, etc.) Circle One \$ \_\_\_\_\_

\*ACCOMMODATIONS: \_\_\_\_\_ (See Reverse Side)

MEALS: \_\_\_\_\_ Breakfast at \$8.00  
\_\_\_\_\_ Lunch at \$12.00  
\_\_\_\_\_ Dinner at \$18.00 TOTAL MEALS: \$ \_\_\_\_\_

\*MISCELLANEOUS: POSTAGE \$ \_\_\_\_\_  
TELEPHONE \$ \_\_\_\_\_  
OTHER \$ \_\_\_\_\_

HONORARIUM: \$ \_\_\_\_\_

EVALUATIONS (officials) \_\_\_\_\_ x \$15.00 \$ \_\_\_\_\_

**TOTAL EXPENSE CLAIM** \$ \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Program Approval: \_\_\_\_\_

\*Note: Must have receipts in order to claim these expenses, please attach receipts to expense claim.

### FOR OFFICE USE ONLY

Account	Class	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

ABOVE EXPENSES ARE FOR ONE RINGETTE PROJECT ONLY AND ALL EXPENSES MUST BE SUBMITTED WITHIN THIRTY (30) DAYS UPON COMPLETION OF THE PROJECT OR MEETING.