

## **SPECIAL OLYMPICS BC POLICY MANUAL**

Section:           **ADMINISTRATION**  
Policy:            **Travel Expenses**  
Effective Date:   March 1996  
Revised:           June 2014  
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Volunteers of Special Olympics BC who use their vehicle on SOBC official business will be paid a rate of .40 cents per km to cover driving over 25 km one way. This travel must be pre-approved by the Local Executive for the volunteer to be eligible for payment. The Local will also pay ferry or toll cost where necessary and approved.

The Local Executive may determine that they will pay for air or bus travel for volunteers and athletes when traveling to events. However, volunteers and athletes must travel by the most economical means.

Volunteers of Special Olympics BC who must take meals while on SOBC official business may be reimbursed for up to \$12.00 for breakfast, \$14.00 for lunch and \$18.00 for dinner. These meals must be pre-approved by the Local Executive to be eligible for payment. If a per diem is given in advance, the person receiving it must sign for it acknowledging receipt. If the person is submitting expenses for reimbursement, the volunteer must provide receipts and where possible, these receipts will show the GST portion of the cost. The decision to give per diems in advance or require expenses to be submitted for reimbursement is at the discretion of the Local Executive but in no case shall payment exceed the prescribed meal amounts.

All volunteers and athletes will be required to share accommodation when traveling on Special Olympics business. Where possible volunteers and athletes will be paired with people from their own Local but when this is not possible, they will be paired with volunteers or athletes of the same gender. Anyone wishing to have their own room must be personally responsible for that cost and the Local cannot reimburse the volunteer or athlete for that cost.