



Nelson Selects Expenses for Non-Parent Coaches

Policy:

Nelson Selects Rep committee is authorized to approve expenses for all non-parent coaches. All non-parent coaches must adhere to the schedule of Allowable Expenses listed below.

Procedures:

All non -parent coaches must submit a completed claims form as supplied by the Nelson Selects Rep Committee for re-imbusement. Expense claims should be submitted no later than the 1st of the month following the incurred expense.

Allowable Expenses:

Daily allowance - \$185.00 (see below) plus mileage

Hotel - \$120.00 per night for a maximum of two nights only depending on distance. If more than two night, it must be approved prior to travel. If sharing a room with others only partial allowance can be claimed. ie. 2 people then coverage is 1/2, 3 people then coverage is 1/3, and so on.

Meals - Breakfast \$15.00 maximum, lunch \$20.00 maximum, dinner \$30.00 maximum. Alcohol will not be covered.

Travel - Mileage will be covered at \$0.50 per kilometer. If travelling with others only partial mileage can be claimed. ie. 2 people then coverage is 1/2, 3 people then coverage is 1/3, and so on.

Out of Country travel - All expenses out of country will be added at the current currency exchange at the time of submission.