



Cochrane Minor Hockey Association (CMHA)

Policy Title: Expense and Reimbursement Policy

Effective Date: September 15, 2024

Website: www.cochraneminorhockey.com

1.0 Overview

CMHA recognizes that individuals may incur expenses during the course of conducting Association business. This policy ensures fair, consistent, and transparent reimbursement of such expenses, monitored by the CMHA Executive Committee in alignment with the approved budget.

2.0 Policy

2.1 The CMHA Executive Committee will reimburse reasonable and authorized expenses incurred by:

- CMHA Members
- Staff
- Volunteers
- Non-parent Coaches

All expenses must relate directly to the conduct of approved Association business.

3.0 Process for Reimbursement

3.1 Expense claims must be submitted to the CMHA office within 30 days of the expense date.

3.2 Claims must be approved by the appropriate Executive before being processed.

3.3 Once approved, reimbursements will be issued by e-transfer or cheque.

3.4 Travel should be booked as early as possible to secure the lowest available rates.

3.5 GST must be identified separately on receipts and entered accordingly in the CMHA reconciling system.

3.6 Mileage Claims

- Mileage will be reimbursed according to the Hockey Alberta mileage rate.
- Carpooling is expected where possible. CMHA may decline mileage claims where reasonable carpooling efforts are not demonstrated.



3.6.1 Coaches are expected to ride on team buses when available and avoid unnecessary personal travel expenses.

3.6.2 Trainers will be reimbursed in accordance with their contract.

4.0 Meal Per Diem

4.1 Individuals traveling on approved CMHA business may claim meal expenses.

- Per diem rates apply only to non-parent AA coaches and must be supported by receipts.

4.2 Maximum Per Diem (with receipts):

- Breakfast: \$15

- Lunch: \$20

- Supper: \$25

- Total Daily Maximum: \$60