



TRAVEL POLICY - FACILITATORS, SUPERVISORS, UMPIRES

* All expenses for travel must be submitted in an expense form to the Executive Director at executivedirector@softballnb.ca.

1. Honorarium

- a. Learning Facilitator: \$300.00 per day
- b. Tournament Supervisor: \$100.00 per day, \$50.00 per half day (less than 5 hours)
- c. Umpires:
 - i. Softball NB Events: Approved Game Fees
 - ii. Club Tournaments: Regional Game Fees

2. Mileage

- a. Softball New Brunswick's mileage rate is \$0.45/km and may be claimed when traveling more than 100 km per event.

3. Accommodations

- a. To be allocated to:
 - i. For multi-day events, individuals travelling more than 75 km from their home one way, will be eligible for accommodations for nights between the event days.
 1. Umpires must receive approval by Softball NB or Tournament Host, and Tournament UIC.
 - ii. If an event begins prior to 9:00 am and an individual is travelling more than 200 km from their home one way, they will be eligible for accommodation for the night prior to the event.
 - iii. For one-day events, if travel time plus the duration of the event is more than 12 hours, individuals will be eligible for one night accommodation.
- b. Accommodations will be arranged by the Softball NB Office or the host of the event when possible.
- c. The Executive Director may arrange accommodations outside of the outlined requirements for exceptional circumstances.

4. How to Claim

- a. In order to claim expenses related to travel, an expense sheet must be completed and sent to executivedirector@softballnb.ca within **14 days of the event** for approval by the President and Vice President.

** Tournament Umpire-in-Chiefs honorariums and travel expenses are to be paid by the Softball NB Umpires Association.

[Expense Request Form](#)

REVIEWED: February 1, 2026