

# CROSS COUNTRY BC

## COST REIMBURSEMENT POLICY

### Provincial Coaching Experience (PCE)

#### TRAVEL

1. Out of Province: Air Flights to be arranged and re-approved by the CCBC office.
2. In Province: Ground Travel (**regular vehicle**) gas expenses are covered; gas will be reimbursed for a regular size vehicle by submitting your gas receipts (not mileage). Receipts claimable included one day prior to the event, during the event and one day after the event, exclusively. To ensure you'll be reimbursed for the gas used during this assignment, please follow these instructions:
  - 1) Leave your home town with a full tank of gas (DO NOT submit this receipt)
  - 2) Fill your tank during your trip 'to and from' the camp/trip (submit these receipts)
  - 3) Fill your tank the day you return, in your home town (submit these receipts)

Receipts required (reimbursements will not exceed the equivalent of \$.10 per km)

#### MEALS

1. Full Day \$30.00 (no receipts required)
2. Partial day for each meal on your trip (to and from the camp) CCBC will pay:
  - 1) Breakfast \$6.00
  - 2) Lunch \$7.00
  - 3) Dinner \$17.00

No receipts required.

**NOTES:** Expenses to be approved by CCBC Program Coordinator, Program Chairperson and covered by the Program Budgets.