



TRANSPORTATION POLICY

Members, Board of Directors, Staff, Volunteers and Contractors

Monday, September 16, 2024.

Effective Date: September 16, 2024.

Last Reviewed: September 16, 2024.

TRANSPORTATION POLICY

1. Purpose

This policy outlines the procedures and guidelines for reimbursement of mileage expenses incurred by employees, contractors, board members, volunteers, or members of Edenbridge Tennis Club while conducting official club business.

2. Scope

This policy applies to all employees, volunteers, and members of Edenbridge Tennis Club who use their personal vehicles for club-related activities.

3. Reimbursement Rate

The mileage reimbursement rate is set at 59 cents per kilometre travelled.

4. Eligible Activities

Mileage reimbursement is available for the following activities:

- Travelling to offsite tournaments or events representing Edenbridge Tennis Club
- Attending meetings or training sessions related to club business
- Purchasing supplies or equipment for the club
- Other pre-approved club-related travel

5. Reimbursement Process

- a. Log all travel details, including:
 - i. Date of travel
 - ii. Purpose of trip
 - iii. Starting point and destination
 - iv. Total kilometres travelled
- b. Submit the information using mail/email to the club treasurer within 30 days of travel.
- c. Reimbursement will be processed within 30 days of submission.

6. Responsibilities

- Claimants are responsible for maintaining accurate records of their travel.
- The club treasurer is responsible for reviewing and approving mileage claims.
- The club president has final authority on any disputes regarding mileage claims.

7. Exclusions

- Normal commuting between home and the Edenbridge Tennis Club facilities is not eligible for reimbursement.
- Travel for personal errands during club-related trips is not eligible.

8. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in federal reimbursement rates or club procedures.

Approved by:

Boris Fucic
President, Edenbridge Tennis Club

