VOLUNTEER EXPENSE POLICY AND PROCEDURES

Volunteers are ambassadors for the sport of golf and are an integral part of our team in fulfilling Golf Ontario's vision, mission, and strategic priorities. Our volunteer's commitment and dedication to our sport and Golf Ontario is something we value deeply. Golf Ontario is committed to ensuring our volunteers are provided with the resources and necessary support to fulfill their responsibilities as a volunteer and be recognized for their effort as part of our team.

Purpose:
Golf Ontario will reimburse volunteers for expenses incurred while conducting Golf Ontario authorized business. The Expense Policy and Procedures are therefore designed to define and guide in the authorization and reimbursement of expenses at Golf Ontario in a clear, transparent, and equitable manner.

Policy:
This policy applies to all claims for expenses paid by individuals for Golf Ontario related activities to be paid by Golf Ontario. Claimants include volunteers, board of directors, contractors, and consultants as per employment contract. All individuals involved in submitting claims or authorizing their reimbursement are required to exercise good judgment to ensure Golf Ontario funds are used in a responsible, conservative, and reasonable manner and in accordance with this policy and its related procedures.

Responsibilities:
Individuals who submit expense reports are responsible for seeing that all claims related to travel, accommodations, meals, or associated activities, fully comply with this policy. Individuals who submit expense reports are also responsible for the timeliness of submission and for their completeness and accuracy. To be eligible for reimbursement, activity must be authorized by Golf Ontario and be supported by detailed vendor receipts that itemize HST. At the end of our fiscal year, all expenses incurred up to October 31 must be submitted on or before October 31st of each year. In scheduling travel, Golf Ontario Staff will consider opportunities to minimize the distance travelled when selecting individuals to work at Golf Ontario functions. When possible and when it is safe to do so, individuals will "car-pool" to minimize costs.

Travel by Personal Vehicle:
Claimants driving their own car while on authorized Golf Ontario business will be paid at a rate of .55 cents per km.

Use of Highway 407 is based on the judgment of the individual when the length of the trip would result in significantly more time on alternate routes. Reimbursement will be made for Toll charges

and Trip charges. If you do not have a transponder, you may also claim Camera charges. Transponder fees are not covered. Statement copies are required. Toll calculation estimates are not permitted.

Golf Ontario will reimburse for parking; receipts required.

Golf Ontario reserves the right to authorize travel by other means, such as air, train, rental car, Golf Ontario vehicle, if deemed to be more cost effective than travel by personal vehicle.

Travel by Other Means:
Prior approval must be received for all other forms of travel including airfare, bus, train and rental car.
Rental vehicle – one must obtain the rental company's collision protection, unless otherwise insured.

Accommodations:
Accommodation for Golf Ontario championships and select meetings will be arranged by Golf Ontario. A "master hotel account" will be established by Golf Ontario, with the room and tax charges billed directly to Golf Ontario.

Miscellaneous charges will not be paid.

Where a "master hotel account" is not established, all accommodation expenses require prior approval from Golf Ontario. Prior to seeking approval, individuals booking accommodations will use hotels and motels providing competitive rates based on the local market. As a guideline, overnight accommodation will not be paid for when an individual is attending a single-day event within 200 km of their home.

Meals:
Accounts at Tournament Sites: When convenient to the Host Club, a master account may be opened only by the Golf Ontario Tournament Director for food and beverages (non-alcoholic beverages only).

When on authorized travel, Golf Ontario will reimburse individuals the actual cost of reasonable meals incurred. As a guideline, "reasonable" is approximately $15 for breakfast, $25 for lunch and $35 for dinner, inclusive of HST. A copy of the detailed receipt along with a credit card transaction slip is **required** for all meals.

Breakfast and/or dinner expenses will be reimbursed under the following circumstances: an overnight stay is required; an early start (before 8:00 am) is required; or a late day (after 6:00 pm) is required. Lunch may be claimed if lunch is not otherwise provided.

Reimbursement for personal consumption of alcohol is prohibited.

Tips and gratuities:

The payment of tips and gratuities should be limited to those situations and services where such payments are a normal part of practice. Golf Ontario will reimburse a maximum of 18% for tips and gratuities. Proof of payment is required.

Other:
Pre-authorization should be sought for all other expenses incurred to conduct Golf Ontario business, including long-distance phone, cellular phone, postage, office supplies, etc.

Procedure for Submitting Expense Claims:
All expense claims must be completed and submitted not later than thirty (30) days after the event or activity. Other than mileage, all expense claims must be accompanied by supporting documents. To be eligible, detailed vendor receipts are required and should include a) date, vendor name, breakdown of charges and taxes; and b) credit card transaction slips. The exception is Highway 407 ETR charges, which must be claimed within sixty (60) days of the event or activity, and a statement copy of actual charges must be provided. Toll Calculations estimates are not acceptable. Expense claims that total less than $10 for the year will not be reimbursed.

A Golf Ontario staff member will be assigned as the Approver and is responsible for approving the completed expense form. Approvers shall exercise great care to uphold the principles and requirements outlined in this policy. Finance will administer the expense claim process ensuring claims are fair, reasonable, and consistent with this policy. Reimbursement will be paid within 30 days.

Individuals will be reminded of the deadline for final submission of expense claims in the fiscal year. All expenses submitted after Golf Ontario has closed their books for the year are not eligible for reimbursement, unless prior notification has been received.

Expense Claim Forms:
Expense claims may be submitted in the following manner:

1. Course Raters & Handicap Committee Volunteer Online Form – Click **HERE**
2. Tournament Officials & Referees Online Form – Click **HERE**

Revision History

Date of Change	Description of Changes	Author/Editor
May 2025	Add Handicap Committee to Expense Form	Lisa Cook