

**POLICY FOR REIMBURSEMENT OF EXPENSES  
FOR DESIGNATED ZONE COACHES AT PROVINCIAL EVENTS**

Coaches designated by the Zone as part of the Zone contingent at provincial event will be reimbursed for the following expenses:

- **Designated hotel accommodations** for the period of the race, if applicable. The Zone will determine the nature of the approved accommodations and the period for which accommodations will be reimbursed. The Zone may require more than one designated coach to share accommodations. The designated accommodations will usually consist of the hotel recommended to parents by the Race Organizing Committee or the Zone, or the hotel, chalet or condominium reserved or rented by the Zone to accommodate the Zone delegation. The Zone will reimburse the amount representing the lowest cost available.
- **Meals** to a maximum of:
  - \$10 for breakfast
  - \$10 for lunch
  - \$20 for dinner

Receipts are to be provided. Cost of alcohol is not refundable. Reimbursement for meals will not be provided if meals are provided by the Zone or by the Race Organizing Committee.

- **Allowance for driving** between Ottawa and the site of Provincials and between the competition sites and the Zone accommodations, at the rate of \$0.35 per kilometer. The Zone may require some or all delegation coaches to travel in the same vehicle to limit transportation costs. Only one claim for transportation per vehicle will be allowed.

Claims for expenses must be submitted to the Zone within 20 days of travel. Reimbursement will be provided to the clubs, who will, in turn, be responsible to reimburse the coaches.