



THE ONTARIO SQUARE AND ROUND DANCE FEDERATION INC.

Friendship Set to Music

Issue Date: June 30, 2014

Director Expenses

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Administrative Guidelines

Director Expenses

General

1. Any person serving on the Board of Directors of the Federation incurs expenses for stamps, telephone calls, paper, photo copying, etc. The tradition has been that the director provides his or her time free of charge and that the Federation provides the materials. The Federation will cover any reasonable expenses incurred by a director in carrying out budgeted Federation tasks. Note the word budgeted. The Federation operates from an approved annual budget, and changes to the budget require prior approval.

Reimbursement

2. Directors should keep adequate records and receipts for reimbursement. Although there is no set amount, typically a request for reimbursement should be submitted when expenses total \$100 or more, or at the February meeting to enable expenses to be included in the year-end report. Itemized records and receipts should be collected, allocated to different budget items (if applicable), and certified as valid Federation expenses, and then given to the Treasurer at a meeting. The Treasurer will arrange for reimbursement.

Travel Expenses

3. The policy of the Federation is to reimburse, upon request, directors and staff, not supported by an Association, for reasonable out of pocket expenses for accommodation, food, and travel while on Federation business or attending Federation meetings outside their own areas where the meeting is not scheduled as part of an official dance (such as T&D in May).

Travel mileage may be paid at the rate of 30¢ per km (effective June 30, 2014).

Meals may be claimed to the following maximums per person per day (effective Feb. 6, 2000):

Breakfast \$10.00; Lunch \$10.00; Dinner \$20.00; to a maximum of \$40.00 per day

Receipts should be kept, certified by the member, and given to the Treasurer either at the follow-on meeting, or if desired, forwarded to the Treasurer before a meeting.

Updated Jun 30, 2014 2007

Note: Changes made from the previous version are shown in italics