

Team Expenses Addendum

Memo

To: All Senior Team

Re: Travel Expenses & Considerations

All teams participating in overnight athletic excursions need to make provisions for anticipated expenses.

Every attempt should be made to have team transportation and lodging costs charged to a School District purchase card (P-Card). These are typically available for use either through the teacher sponsor or the school accountant.

When the use of P-Card is not possible, transport and lodging purchases made for a team may be reimbursed for, provided the purchaser can produce itemized, detailed receipts (including GST # where applicable). This, however, is not a preferred method.

Hotel reservations may also either be paid for by P-Card, or in advance by the school accountant. In order to forward payment to the hotel, details must be provided, in advance, to the school accountant.

For the purposes of ferry travel, proof of a charge, not simply a reservation, must be provided for reimbursement. An email confirmation of the charge or copy of a credit card statement will suffice. The School Board will not accept the Ferry Receipt that simply shows a reservation as proof.

Teachers who require a TOC during their athletic related absence should include the cost of their TOC in the team travel budget.

Teacher sponsors who wish to charge for additional expenses such as gas and meals need to also include this in the budget which is provided to players and parents. Transparency is of the utmost importance when dealing with funds received from student families.