



Manitoba Council Reimbursement Manual

September 2008



Purpose

This manual has been developed to explain the reimbursement policies for various Provincial events, trainings and meetings.

In some instances, there are different reimbursement policies for different events. We hope the development of this manual will be helpful for you to understand your reimbursements and will also be utilized by Manitoba Council to calculate your expenses as they are sent in.

This manual will include the following events/items:

- District Commissioner Training
- Trainer Events (Trainer Days, Trainer Weekends)
- Provincial Annual
- Committee Meetings
- Council and Executive Committee Meetings
- Provincial Events – Girl Travel Reimbursement
- Special events (Interprovincial trainings/workshops)

If you do not see your event listed here, please contact the provincial office for clarification.

Definitions

Regular meetings/events:

Meetings or events that you **MUST** attend

For example:

- A Council member attending a Council meeting
- The Training Adviser attending a training event

Special events/projects:

Meetings or events that you choose to attend, or that are not mandatory

For example:

- A trainer attending Fall Trainers Day
- Attending District Commissioner training

District Commissioner Training

District Commissioner Training is held once a year, generally in the fall. The training generally happens over two days (for example, Friday evening and Saturday morning and afternoon).

District Commissioner Training is for all active District Commissioners. Guiders who are not currently District Commissioners may attend training with prior approval by their Area Commissioner and the Provincial Commissioner or her delegate.

The following reimbursements will be given for those attending District Commissioner Training as *participants*:

Transportation	No travel reimbursement.
Accommodations	Accommodations will be covered for the Friday night of the event – participants need to share a room. If you request not to share your room, you will be responsible for paying for half of the room cost. Participants who are staying for any other length of time are responsible for paying for their accommodations on the other nights.
Meals	No meal reimbursement – meals are provided during training.
Other	District Commissioner Training is an event that is heavily subsidized by Manitoba Council. You are encouraged to check with your District or Area about reimbursement for travel and meals.

The following reimbursements will be given for those attending District Commissioner Training as *facilitators*:

Transportation	
Car	\$.35/kilometre (carpooling encouraged)
Air	Full reimbursement for flight costs (most economical flight option should be chosen)
Accommodations	Full reimbursement for accommodation costs for the duration of the training event. In most cases Manitoba Council will be billed directly, no cost for facilitator.
Meals	No meal reimbursement – meals are provided during training.
Other	Any out of pocket expenses incurred will be reimbursed (as per the Travel and Expense Policy for Volunteers).

Provincial Annual

The Provincial Annual Training Conference is held once a year (generally in April). The conference begins on Friday evening and runs until noon on Sunday.

Members attending the Provincial Annual, as participants will receive the following reimbursements:

Transportation	No travel reimbursement.
Accommodations	No accommodation reimbursement
Meals	No meal reimbursement – meals are provided during training.
Other	The Provincial Annual is an event that is heavily subsidized by Manitoba Council. You are encouraged to check with your District or Area about reimbursement for travel and meals.

Members attending the Provincial Annual as facilitators will receive the following reimbursements (a travel reimbursement form is provided to all Annual facilitators):

Transportation	
Car	Reimbursement is at \$.25/kilometre, after the first 100 kilometres prorated based on the number of sessions facilitated (to a maximum of 6 sessions, meaning someone facilitating 6 or more sessions will receive full reimbursement).
Air	Most economical flight option should be chosen. Reimbursement is prorated based on the number of sessions facilitated (to a maximum of 6 sessions, meaning someone facilitating 6 or more sessions will receive full reimbursement).
Accommodations	Reimbursement is prorated based on the number of sessions facilitated (to a maximum of 6 sessions, meaning someone facilitating 6 or more sessions will receive full reimbursement).
Meals	No meal reimbursement – meals are provided during training.
Other	Facilitators will be reimbursed for any reasonable expenses for their sessions. Copying should be sent to the Provincial office.

Members attending the Provincial Annual, as part of the Annual Planning Committee will receive the following reimbursements:

Transportation	
Car	\$.35/kilometre
Air	Most economical flight option should be chosen.
Accommodations	The Chair will get accommodations for the duration of the weekend; the remainder of the committee will not receive reimbursement for rooms.
Meals	No meal reimbursement – meals are provided during training.
Other	Facilitators will be reimbursed for any expenses for their sessions.

Girl Travel Reimbursement for Province wide Events

In 2008, Manitoba Council instituted a policy to reimburse travel for girls who are attending province wide girl events, in order to encourage more girls to attend.

Provincial Council will determine which events qualify for travel assistance; not all events will have travel assistance. Travel assistance will be dependant on current budget. Travel assistance policy will be advertised at the time of the event.

Transportation	<p>\$.20 per kilometre based on the number of girl members and Guiders required for ratio. Reimbursement will be considered for groups using a bus. Please see Travel Assistance for Provincial Girl Events form for more information.</p> <p>Reimbursement will not be given for those who travel less then 100 kilometres.</p>
Accommodations	No accommodation reimbursement
Meals	No meal reimbursement
Other	N/A

Unit Reimbursement for Provincial Event Registration Fees

In 2008, Manitoba Council instituted a guideline that any for any Provincial event, where 50% of the budgeted amount is not used, or if a profit is made, a portion of the registration fees will be returned to units. The calculation of this rebate will be dependant on the dollar amount left at the end of the event and the number of girls in attendance. Each event will be evaluated to see if this reimbursement applies – NOT ALL EVENTS WILL HAVE A REIMBURSEMENT.

Reimbursement cheques will be issued to Units for most of the events, however in some cases individual reimbursements may be made (i.e. Triple G event, where girls register separately). Units can decide how to distribute their refunds; Manitoba Council encourages Units to ensure the refund is spent on the girls who attended the event. If these girls have left, their portion can be forwarded to the next Unit.

Transportation	N/A
Accommodations	N/A
Meals	N/A
Other	Registration fees will be reimbursed to Units based on amount of money from event and number of participants for event.

Reference Chart for Reimbursements

This is a quick reference for you to use along with the reimbursement manual. If you see a “Yes”, please refer to that section of the manual for more information.

Activity	Transportation		Accommodations	Meals	Other
	Car**	Air			
District Commissioner Training - Participant	No	No	Yes (For length of training only)	No	Check with Area
District Commissioner Training – Facilitator	Yes (\$.35/km)	Yes (Most economical flight)	Yes (Manitoba Council will reimburse or book rooms for Facilitators)	No	Yes
Trainer Events (Fall Trainers Day, Trainers Weekend)	Yes (\$.25/km after 100 km)	Yes (At rate of ground transport)	Yes (For one night)	No	No
Provincial Annual – participant	No	No	No	No	Check with District or Area
Provincial Annual – facilitator	Yes (\$.25/km after 100 km, prorated based on sessions facilitated)	Yes (Most economical flight, prorated based on sessions facilitated)	Yes (Based on double occupancy, prorated based on sessions facilitated)	No	Yes
Provincial Annual – committee member	Yes (\$.35/km)	Yes (Most economical flight)	Yes (One room for Chair)	No	Yes
Committee Meetings	Yes (\$.35/km)	Yes (Prior approval required from PC or designate)	Yes (Prior approval required from PC or designate)	No (Meals provided by Manitoba Council)	No
Council, Area Commissioner, Provincial Adviser and Executive Committee Meetings	Yes (\$.35/km)	Yes (Most economical flight)	Yes (Manitoba Council will reimburse for rooms, or book rooms for Members)	No (Meals provided by Manitoba Council)	No
Girl Travel for Province Wide Events	Yes (See manual for more detail)	No	No	No	No
Unit Reimbursement for Provincial Event Registration Fees	No	No	No	No	Yes (See manual for more detail)

**Participants, facilitators and committee members are expected to carpool wherever possible.