EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of AGF: including meetings, clinics, workshops, judging assignments and other similar events. Allowable expenses for major events are considered case-by-case in relation to AGF's annual budget and approved by Program Managers.

GENERAL

1. Expense claims must be submitted within 30 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed.
2. Expense claims that are not substantiated by receipts will not be reimbursed (except for meal and personal vehicle mileage allowances).
3. Expense claims that are beyond the stated maximum will be reimbursed only to the maximum allowable claim.
4. Expense claims for judging must be authorized by the Head Judge who will then submit them to the AGF Program Manager for processing.

ALLOWABLE EXPENSES

1. Air Travel
   - Air Travel may be pre-paid by the Federation. Personal payments must include the confirmation and/or ticket.
   - Seat and meal upgrades will NOT be reimbursed.

2. Ground Transportation
   - If you live further than 50 km from the location of the activity you may claim mileage using the rate found on the accompanying chart. This mileage may also be claimed if you reside further than 50 km from the airport from which you are departing.
   - Mileage for travel within a city will NOT be reimbursed.
   - Fares for airport shuttle or the equivalent (taxi or ride-share) will be paid when this is available.
   - Parking will be reimbursed for members, including residents of the city in which the event is held. However, you are encouraged to seek free parking whenever possible.
   - Receipts for all ground transportation (except mileage) MUST be attached.

Note: Carpooling is expected. AGF reserves the right to decline any mileage claims if reasonable efforts are not made to share transportation.

3. Meals
   - Out-of-town participants are allowed $75.00 per day. Partial days are broken down as follows:
     Breakfast - $17.00 Lunch - $18.00 Dinner - $40.00
   - In-town residents may only claim lunch and/or dinner if the activity is in progress before and after the mealtime. Otherwise, meal claims are disallowed.
   - Breakfast claims from local residents are not allowed.

4. Accommodation
   - In most instances, arrangements will be made with hotels to bill AGF for room fees & taxes.
   - If you must pay for your hotel room, folios must be attached to your claim to be reimbursed.
   - AGF's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs.
     - This may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation, AGF will pay for five double rooms. If an individual demands a single room, they will have to pay for it themselves.

5. Honorarium
   - Honorariums for judges may only be claimed according to the rates listed in their respective Technical Handbooks.
   - Honorariums for course facilitators may only be claimed according to the rates in your NCCP contracts.

6. Administration
   - Supplies and administrative expenses may only be claimed for approved activities with the expectation that economical options are chosen. Receipts or copies of all bills must be submitted with such claims.

7. Extraordinary Expenses
   - Occasionally AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Chief Executive Officer shall have discretionary authority over those claims. Normally, approval for such claims must be requested in advance.

ALBERTA DISTANCE CHART (km)	Airdrie	Aldersyde	Athabasca	Banff	Bonnyville	Brooks	Calgary	Canmore	Cardston	Carstairs	Cold lake	Coleman	Crowsnest Pass	Drayton Valley	Edmonton	Edson	Fairview	Fort McMurray	Fort Saskatchewan	Grande Prairie	Hanna	High Prairie	Jasper	Leduc	Lethbridge	Lloydminster	Medicine Hat	Okotoks	Olds	Peace River	Red Deer	Redcliff	Rimbey	RM of Wood Buffalo	Rocky Mtn. Hse	Sexsmith	Sherwood Park	Slave Lake	Springbank	Spruce Grove	St. Paul	St. Albert	Stettler	Strathmore	Sundre	Taber	Tawatinaw	Three Hills	Valleyview	Vegreville	Viking	Wainwright	Wetaskiwin	Whitecourt
Airdrie		83	419	148	533	208		125	264		565	261	266	281	267	465	812	706	298	722	191	632	434	234	241	486	312	75	64	753	115	305	176	706	183	729	277	519		284	458	289	194	71	100	298	369	100	612	365	340	384	215	443
Aldersyde	83		497	172	588	173	54	149	184	111	643	175	180	359	345	498	860	784	376	769	247	710	458	312	162	590	277		142	801	193	270	254	784	261	777	355	597	65	362	536	367	272	76	175	212	447	178	660	443	418	464	297	520
Athabasca	419	497		565	220	542	452	542	677	392	238	674	679	272	152	328	459	303	126	445	415	247	492	186	654	344	646	488	364	376	306	639	295	303	367	453	148	132	464	161	215	130	311	488	401	663	56	405	335	197	255	325	222	226
Banff	148	172	565		660	313	128		353	183	715	319	325	368	417	405	802	855	448	686	335	715	288	383	330	662	417	164	193	812	264	410	325	855	260	708	427	668	107	443	608	439	343	194	179	380	519	249	670	515	489	534	367	500
Bonnyville	533	588	220	660		492	543	635	408	485	53	767	772	377	238	433	678	417	216	643	368	467	596	279	635	147	538	581	457	596	399	531	388	417	460	651	250	351	557	266	66	273	345	542	494	582	214	449	533	169	195	173	313	365
Brooks	208	173	542	313	492		190	289	230	240	546	289	295	488	454	607	974	786	426	883	134	793	598	421	155	437	106	179	270	914	322	99	383	786	390	916	411	675	205	453	427	476	239	137	304	103	522	204	773	353	298	337	356	630
Calgary		54	452	128	543	190		104	235	66	598	232	237	314	300	498	845	738	331	754	218	665	413	267	212	545	294		97	786	148	287	208	738	215	762	310	551		316	491	322	226	53	116	263	402	133	645	398	373	417	248	475
Canmore	125	149	542		635	289	104		329	158	690	294	300	342	392	484	846	830	423	709	310	690	311	359	305	637	392	139	168	786	240	240	300	822	235	763	402	643	82	408	583	414	318	169	153	356	494	225	647	489	466	512	342	477
Cardston	264	184	677	353	408	230	235	329		291	765	129	135	539	525	678	1040	963	556	949	352	890	638	492	79	655	242	193	322	981	373	251	434	956	440	957	535	776	245	549	645	547	430	242	344	127	627	327	841	572	517	555	463	700
Carstairs		111	392	183	485	240	66	158	291		539	288	294	255	241	394	756	679	272	665	162	606	465	208	268	486	343	102		697	91	336	149	671	156	673	251	492	78	258	432	263	168	102	63	319	343	74	557	338	309	355	179	416
Cold Lake	565	643	238	715	53	546	598	690	765	539		821	827	431	293	488	700	436	271	697	423	488	651	334	690	167	592	635	512	618	454	585	443	428	514	705	301	370	611	321	121	297	400	587	548	637	272	503	589	224	250	227	367	419
Coleman	261	175	674	319	767	289	232	294	129	288	821			527	523	665	1028	960	554	937	411	886	604	489	143	714	309	179	322	969	370	317	430	952	395	954	532	773	226	539	713	544	442	254	313	194	624	340	838	619	576	614	461	671
Crowsnest Pass	266	180	679	325	772	295	237	300	135	294	827			542	528	681	1043	966	559	952	417	893	610	495	149	773	314	183	325	983	376	323	436	958	443	960	538	779	232	544	719	550	454	260	319	199	630	345	844	625	602	620	466	674
Drayton Valley	281	359	272	368	377	488	314	342	539	255	431	527	542		134	140	502	572	168	411	365	358	303	105	507	395	573	341	218	444	169	566	106	564	108	419	150	325	290	106	322	141	230	341	189	560	221	268	303	247	252	307	131	149
Edmonton	267	345	152	417	238	454	300	392	525	241	293	523	528	134		201	548	433		458	300	368	365		503	250	528	337	213	489	155	521	144	425	215	465		255	313		196		185	337	249	515	102	254	348	102	135	206	71	179
Edson	465	498	328	405	433	607	498	484	678	394	488	665	681	140	201		462	629	225	371	502	318	164	231	645	452	711	479	356	403	307	703	245	621	248	379	223	285	431	171	379	198	368	479	330	698	278	406	263	305	338	409	269	97
Fairview	812	860	459	802	678	974	845	846	1040	756	700	1028	1043	502	548	462		762	550	115	849	211	511	579	1008	790	1073	842	718	84	669	1065	607	754	611	96	560	327	793	518	673	528	740	842	693	1060	504	769	201	642	685	756	616	371
Fort McMurray	706	784	303	855	417	786	738	830	963	679	436	960	966	572	433	629	762		410	747	660	549	790	473	941	563	887	775	651	678	593	881	582		653	755	431	433	753	463	409	432	552	739	687	890	358	655	639	442	504	569	500	529
Fort Saskatchewan	298	376	126	448	216	426	331	423	556	272	271	554	559	168		225	550	410		460	304	371	388	67	534	241	531	368	245	491	186	522	176	402	247	468		255	345	58	155		188	338	284	525	85	255	350	97	137	208	90	181
Grande Prairie	722	769	445	686	643	883	754	709	949	665	697	937	952	411	458	371	115	747	460		758	198	398	488	917	699	983	751	628	198	578	974	516	739	520		470	315	703	428	609	437	650	751	602	970	454	678	110	551	594	665	525	280
Hanna	191	247	415	335	368	134	218	310	352	162	423	411	417	365	300	502	849	660	304	758		664	609	293	277	317	237	244	170	787	198	229	258	668	278	774	294	558	233	336	303	328	132	172	205	224	406	101	649	230	175	213	249	502
High Prairie	632	710	247	715	467	793	665	690	890	606	488	886	893	358	368	318	211	549	371	198	664		484	399	866	591	896	700	577	129	518	887	441	541	455	208	381	116	679	338	462	348	553	700	537	889	293	618	87	444	504	573	436	226
Jasper	434	458	492	288	596	598	413	311	638	465	651	604	610	303	365	164	511	790	388	398	609	484		395	615	616	702	448	448	568	413	694	408	782	330	417	386	451	392	334	542	362	493	479	412	665	442	512	427	468	501	572	433	262
Leduc	234	312	186	383	279	421	267	359	492	208	334	489	495	105		231	579	473	67	488	293	399	395		470	279	526	307	180	519	122	517	112	465	182	496		285	281	54	225	56	164	304	217	513	136	221	379	131	147	218		210
Lethbridge	241	162	654	330	635	155	212	305	79	268	690	143	149	507	503	645	1008	941	534	917	277	866	615	470		580	167	173	302	961	353	176	417	906	424	925	513	753	221	522	570	527	365	177	324	53	607	262	808	498	442	480	441	678
Lloydminster	486	590	344	662	147	437	545	637	655	486	167	714	773	395	250	452	790	563	241	699	317	591	616	279	580		435	583	459	740	359	461	390	555	460	707	236	476	559	286	153	264	290	477	455	527	310	394	590	147	139	103	265	431
Medicine Hat	312	277	646	417	538	106	294	392	242	343	592	309	314	573	528	711	1073	887	531	983	237	896	702	526	167	435		282	374	1013	406		467	895	487	991	522	787	309	563	501	556	342	241	407	115	633	308	876	458	402	369	460	734
Okotoks	75		488	164	581	179		139	193	102	635	179	183	341	337	479	842	775	368	751	244	700	448	307	173	583	282		134	793	185	275	248	767	236	759	347	587	55	354	528	359	264	76	156	231	439	154	642	434	404	458	275	512
Olds	64	142	364	193	457	270	97	168	322		512	322	325	218	213	356	718	651	245	628	170	577	448	180	302	459	374	134		672	67	366	121	643	117	636	224	463	111	233	408	239	143	133		361	319	69	518	314	280	335	151	388
Peace River	753	801	376	812	596	914	786	786	981	697	618	969	983	444	489	403	84	678	491	198	787	129	568	519	961	740	1013	793	672		610	1006	548	670	552	178	510	245	734	460	592	469	682	783	634	1002	423	710	141	583	625	696	557	311
Red Deer	115	193	306	264	399	322	148	240	373	91	454	370	376	169	155	307	669	593	186	578	198	518	413	122	353	359	406	185	67	610		398	62	585	83	586	164	406	162	171	345	176	80	187	103	394	256	102	469	252	221	266	93	330
Redcliff	305	270	639	410	531	99	287	240	251	336	585	317	323	566	521	703	1065	881	522	974	229	887	694	517	176	461		275	366	1006	398		458	888	479	982	514	778	302	567	494	548	334	233	399	123	625	300	869	450	395	362	453	727
Rimbey	176	254	295	325	388	383	208	300	434	149	443	430	436	106	144	245	607	582	176	516	258	441	408	112	417	390	467	248	121	548	62	458		575	75	524	155	382	211	141	336	167	124	235	125	454	253	162	407	242	205	266	86	238
RM of Wood Buffalo	706	784	303	855	417	786	738	822	956	671	428	952	958	564	425	621	754		402	739	668	541	782	465	906	555	895	767	643	670	585	888	575		645	747	423	425	743	455	401	424	544	731	680	882	350	647	631	434	496	561	492	529
Rocky Mtn. House	183	261	367	260	460	390	215	235	440	156	514	395	443	108	215	248	611	653	247	520	278	455	330	182	424	460	487	236	117	552	83	479	75	645		528	225	422	182	196	406	228	161	251	82	468	308	182	411	312	283	337	154	242
Sexsmith	729	777	453	708	651	916	762	763	957	673	705	954	960	419	465	379	96	755	468		774	208	417	496	925	707	991	759	636	178	586	982	524	747	528		478	324	711	436	618	446	658	759	610	978	462	686	118	560	602	673	533	288
Sherwood Park	277	355	148	427	250	411	310	402	535	251	301	532	538	150		223	560	431		470	294	381	386		513	236	522	347	224	510	164	514	155	423	225	478		264	323	56	182		173	347	260	509	111	239	360	88	122	193	69	201
Slave Lake	519	597	132	668	351	675	551	643	776	492	370	773	779	325	255	285	327	433	255	315	558	116	451	285	753	476	787	587	463	245	406	778	382	425	422	324	264		563	240	346	233	437	587	500	767	177	504	205	328	386	457	322	194
Springbank		65	464	107	557	205		82	245	78	611	226	232	290	313	431	793	753	345	703	233	679	392	281	221	559	309	55	111	734	162	302	211	743	182	711	323	563		331	505	336	241	92	101	272	416	147	593	411	380	434	251	488
Spruce Grove	284	362	161	443	266	453	316	408	549	258	321	539	544	106		171	518	463	58	428	336	338	334	54	522	286	563	354	233	460	171	567	141	455	196	436	56	240	331		212		213	352	265	543	111	270	318	138	163	235	92	149
St. Paul	458	536	215	608	66	427	491	583	645	432	121	713	719	322	196	379	673	409	155	609	303	462	542	225	570	153	501	528	408	592	345	494	336	401	406	618	182	346	505	212		189	280	467	441	518	181	384	500	105	130	157	248	331
St. Albert	289	367	130	439	273	476	322	414	547	263	297	544	550	141		198	528	432		437	328	348	362	56	527	264	556	359	239	469	176	548	167	424	228	446		233	336		189		205	360	273	534	80	278	328	114	156	227	93	159
Stettler	194	272	311	343	345	239	226	318	430	168	400	442	454	230	185	368	740	552	188	650	132	553	493	164	365	290	342	264	143	682	80	334	124	544	161	658	173	437	241	213	280	205		190	177	329	284	107	540	178	152	196	119	371
Strathmore	71	76	488	194	542	137	53	169	242	102	587	254	260	341	337	479	842	739	338	751	172	700	479	304	177	477	241	76	133	783	187	233	235	731	251	759	347	587	92	352	467	360	190		166	228	438	87	642	365	339	386	275	511
Sundre	100	175	401	179	494	304	116	153	344	63	548	313	319	189	249	330	693	687	284	602	205	537	412	217	324	455	407	156		634	103	399	125	680	82	610	260	500	101	265	441	273	177	166		371	355	105	492	350	317	371	188	324
Taber	298	212	663	380	582	103	263	356	127	319	637	194	199	560	515	698	1060	890	525	970	224	889	665	513	53	527	115	231	361	1002	394	123	454	882	468	978	509	767	272	543	518	534	329	228	371		613	295	863	445	389	427	447	694
Tawatinaw	369	447	56	519	214	522	402	494	627	343	272	624	630	221	102	278	504	358	85	454	406	293	442	136	607	310	633	439	319	423	256	625	253	350	308	462	111	177	416	111	181	80	284	438	355	613		352	345	162	233	305	173	176
Three Hills	100	178	405	249	449	204	133	225	327	74	503	340	345	268	254	406	769	655	255	678	101	618	512	221	262	394	308	154	69	710	102	300	162	647	182	686	239	504	147	270	384	278	107	87	105	295	352		568	282	255	297	186	429
Valleyview	612	660	335	670	533	773	645	647	841	557	589	838	844	303	348	263	201	639	350	110	649	87	427	379	808	590	876	642	518	141	469	869	407	631	411	118	360	205	593	318	500	328	540	642	492	863	345	568		442	485	557	417	170
Vegreville	365	443	197	515	169	353	398	489	572	338	224	619	625	247	102	305	642	442	97	551	230	444	468	131	498	147	458	434	314	583	252	450	242	434	312	560	88	328	411	138	105	114	178	365	350	445	162	282	442		58	129	146	284
Viking	340	418	255	489	195	298	373	466	517	309	250	576	602	252	135	338	685	504	137	594	175	504	501	147	442	139	402	404	280	625	221	395	205	496	283	602	122	386	380	163	130	156	152	339	317	389	233	255	485	58		74	119	315
Wainwright	384	464	325	534	173	337	417	512	555	355	227	614	620	307	206	409	756	569	208	665	213	573	572	218	480	103	369	458	335	696	266	362	266	561	337	673	193	457	434	235	157	227	196	386	371	427	305	297	557	129	74		180	386
Wetaskiwin	215	297	222	367	313	356	248	342	463	179	367	461	466	131	71	269	616	500	90	525	249	436	433		441	265	460	275	151	557	93	453	86	492	154	533	69	322	251	92	248	93	119	275	188	447	173	186	417	146	119	180		246
Whitecourt	443	520	226	500	365	630	475	477	700	416	419	671	674	149	179	97	371	529	181	280	502	226	262	210	678	431	734	512	388	311	330	727	238	529	242	288	201	194	488	149	331	159	371	511	324	694	176	429	170	284	315	386	246	