Oshawa Minor Lacrosse Association
Standard Operating Procedure

Name:	Volunteer Expense Policy
SOP Number:	2026-10-1
Proposer:	Sarah Kingelin
Ratified Date:	
Effective Date:	Immediately after ratification
Authorized Signature:	

Program: Administration

Purpose: To define how volunteers are reimbursed for OMLA-related costs resulting from OMLA/ OLA mandatory activities, and to establish clear rules on allowable expenses, spending limits, and documentation requirements.

Allowable expense include travel to and from mandatory OLA meetings (AGM, SAGM), where milage will be reimbursed; Accommodation costs (when reasonable); Meal Expenses (when reasonable). Reimbursement rates based on 2026 Canada Revenue Agency (CRA) Rates.

Procedure:

1. Expenses to be approved prior to event, approval from the President and Treasurer is required.

2. Milage to be calculated based on Canada Revenue Agency rate of $0.73 per Kilometre (for the first 5000 km) & $0.67 per Kilometre thereafter. Milage will be calculated based on distance from volunteer's home address (as indicated on Registration) to approved venue.

3. Meal Expense to be expensed to a **maximum** of $75 per day. Alcohol is not a permitted expense.

4. Receipts must be submitted (digital copies accepted) to the Treasurer & President for approval and reimbursement.

5. Reimbursement will be sent via electronic transfer within a reasonable timeframe, not to exceed 7 days.

Notes:

This policy does not extend to Rep Coaches & Bench staff as those expenses are covered by the individual teams.

This policy does not extend to regular OMLA Board or OMLA AGM meetings when held in person.

Expenses not outlined above need to be approved by the corresponding VP, President and Treasurer prior to incurrence.

Reimbursement rates based on 2026 Canada Revenue Agency (CRA) Rates, to be adjusted yearly to reflect current CRA rates.

References: OMLA Bylaws 2026

Supersedes: N/A

Superseded By: N/A

Status:	{One of: in effect, superseded, removed}
Verified Date:	{date of status change}
Verifier Signature:	{signature of person verifying the status change}