



This policy covers all athletes attending events on behalf of The Canadian Tenpin Federation. All expenses covered in this policy will be approved when an expense report is returned to the High-Performance Director 21 days after the event. All expenses that are not covered in this policy must have prior approval from The High-Performance Director in advance or reimbursement may not occur. This Policy will supersede and amend related articles as per their content in previous documents including the “Athlete’s Agreement.”

This includes and is not limited to our Junior, Senior and Masters Team(s).

Travel Commitment Form (TCF):

Each individual including coaches, managers, and athletes will assume any financial responsibility. Individuals failing to attend a scheduled event and have signed or completed the TCF and fail to attend will be requested to pay CTF all expenses incurred including a scheduled travel camp.

Failure on behalf of the individual to return this form as requested by the High-Performance Staff within the proper time frame may result in dismissal from the scheduled event or Team Canada.

Each situation will be evaluated as we realize that sickness and injuries are of course subject to cancelation.

Failure by the said athlete to abide by these conditions will forfeit any portion requested by the athlete as per the Athlete’s Agreement either specified or inserted to the Policy Revisions.

Per Diems:

There are no per diems available for Athletes. Athletes will be responsible for all expenses incurred for meals.

Baggage Fees:

There will be no reimbursement for baggage fees.

Travel Expenses:

Travel Expenses for travelling to training camps or Team Canada event:

The most cost effective of the following:

- 1) Mileage of \$0.20 per kilometer round trip. Mileage cannot exceed the cost of airfare. If the mileage charge is more than the airfare then only the airfare amount will be paid. **To claim mileage to and from Airport must be over 100 kms one way.**
- 2) Airfare to the destination and return to the airport closest to the person’s home city, if the person is not returning to or leaving from the home city. Any deviations will be at the expense of the athlete or coach.

- 3) Once travel arrangements are confirmed, change fees and any price differences for new itineraries will be at the Athlete's expense.
- 4) Ground transportation to or from the person's home to the airport and to and from the hotel.

Travel arrangements can only be made by the athlete if this has been preauthorized by the High-Performance Director and CTF Executive Director. Team members will travel with the team or meet upon route. Some team members upon approval may travel alone due to cost and departing locations.

Hotel Expenses:

CTF will pay the full amount of the announced host hotel nightly rate for shared accommodation as required by the CTF policy and the Athletes Agreement. All athletes will be expected to share a room when necessary. If a person does not share a room then he/she must pay the additional half of the room rate. For circumstances where CTF would normally pay for single occupancy and a guest is attending, then he/she must pay for the additional expense for double occupancy, where applicable. **Guests are only permitted to share a room if granted by the High-Performance Director.** If through no fault of the individual there is no other person available to share the accommodations, the room will be paid for in full; all persons covered by this policy must pay for any additional nights that they stay before or after the approved event time frame. At no time is CTF responsible for any charges such as food, internet laundry services, movies, etc. Any and all unauthorized charges must be paid for in full, prior to checking out. Team members and personnel will stay in the hotel provided by CTF.

Other Expenses:

Other expenses that arise from CTF business that are not covered in the above policies may have a charitable tax receipt issued. It is advisable to contact Team Manager to ensure that the item is permissible. For Example: Team members that must join a health club as instructed by their coaches will be issued a tax receipt for this. To be issued the tax receipt the correct form must be properly completed, filled out and presented to the High Performance Manager, along with any documentation that may be required.

Tax Receipts:

Tax receipts will only be written for approved expenses within the current tax year, receipts cannot be backdated. No claims will be received later than December 31st of each year. Appropriate Form must be used.

MASTERS TEAM : AGE 50 Years - PLUS.

A National Masters Team was added for CTF members 50 years of age and over in 2011. The team will be selected or qualify as identified by CTF. The Minimum CTF will pay for are entry fees and uniforms. Since this is a new tournament the funds to be allocated towards travel and hotel expenses will be reviewed, published and announced before the beginning of each season.