



## **POLICY FOR REIMBURSEMENT OF TRAVEL COSTS ASSOCIATION WITH ATTENDING NETBALL EVENTS OUTSIDE OF CALGARY**

1. Any player **invited by Netball Alberta to attend an event** accepts their invitation with the understanding that they will meet any costs and fundraising obligations or team commitments that has been presented to the players at the time of the invitation.
2. Any coach, manager, or official **invited by Netball Alberta to attend an event** will have all reasonable travel expenses paid (flights, accommodation and meals). Payment will be based on an amount agreed by the Executive prior to travel, but in general will include the cost of:
  - flights/travel up to a maximum of what NA would have paid for flights/travel (if flights/travel were arranged and paid for by someone other than NA)
  - accommodation up to the maximum that would have been paid by NA (if accommodation was arranged and paid for by someone other than NA)
  - meals at the per diem rate agreed by the NA Executive prior to travel

The above limits and rates will be specified in writing at the time the invitation is extended to the travelling coach, manager, or official.

3. In the event that a coach, manager or official that has been invited by Netball Alberta to attend is also an invited player, that person shall receive all reasonable travel expenses paid as above at (2), BUT in addition they will be expected to meet any fundraising obligations or team commitments that their other team members are subject to.
4. If a Netball Alberta member (coach, manager, official or player) would like to attend an event but has **not** been invited by Netball Alberta to do so, that individual will be responsible for all costs incurred by them, however a member may present a proposal to the Executive for partial reimbursement of their travelling/accommodation and meal costs. Members are advised that any payments or reimbursements are solely at the discretion of the Netball Alberta Executive. Members are strongly advised to submit proposals and wait for a response PRIOR to making any travel arrangements or commitments.