**BCBUA Travel Policy**

Meals

Travel status is defined as the time you leave your house until the time you arrive back home. While in travel status the BCBUA will pay for missed meals at the current rates. Entitlements are as follows:

Leave residence first thing in the morning for travel (before 12pm). You are not entitled to breakfast but can claim lunch and dinner. If you leave the residence after 12 noon, you are entitled to dinner only, if you leave the residence after 6 PM you are not entitled to any meal claims that day.

When returning home from travel. If you arrive home after 10 AM, you are entitled to breakfast only that day. If you arrive home between 1 pm or 5pm you are entitled to breakfast and lunch, but not dinner. If you arrive home after 5 PM you are entitled to all three meals for that day.

Clinicians are expected to eat breakfast and dinner at home and are entitled to a reimbursement for lunch when teaching a full day clinic if they are leaving and returning to their home in the same day, unless they are travelling more than 75km each way to a clinic, then reasonable meal expenses will be reimbursed.

When leaving for a flight, reasonable expenses will be reimbursed in lieu of umpires/instructors arriving at the airport 2 hours in advance of their flight.

Any national umpires (or others) travelling for tournaments where they are paid per diems from the organization or Baseball Canada shall not be entitled to any meal expenses except for the time they leave their residence, are travelling/flying to their tournament/event and the time they arrive at their temporary accommodations using the criteria noted above.

The BCBUA Treasurer and Executive have the right to refuse any extraordinary expense claim and to approve exceptions to the meal policy on a case-by-case basis.

Mileage

When in travel status, your mileage will be covered from your residence to the destination. Mileage will also be claimed from your interim accommodations to the clinic/field and back. The travel coordinator will determine the best mode of travel to and from the airport. This maybe your personal vehicle, ride share, or taxi. The preferred means will be the most cost effective and efficient.

Mileage for in-town instructors or umpires when they are leaving and returning home on the same day will be paid for any KM in excess of 20km round trip. The mileage rate for 2025 is $0.65/KM.

The travel coordinator may designate mandatory carpools from time to time to mitigate expenses when umpires are travelling from the same region or one umpire will drive by another umpire on their way to the event. In such cases, it would be acceptable, only if all umpires in the carpool agree, that instead of carpooling, they each drive separately and each claim their proportional share of the total mileage allowance.

Flights

BCBUA will book necessary airfare. If an instructor/umpire wishes to extend on either end of the travel, they will need to immediately notify the assigned travel coordinator. Any overages for this extension must be born by the instructor. No seat selection will be paid for by the association and all travel will be Economy.

Baggage

The BCBUA will cover all reasonable baggage expenses as to be determined by the travel coordinator.

Rental Car

If a rental car is required, the travel coordinator will authorize and book the vehicle. Rental costs and gas will be reimbursed; however, mileage is not claimable.

Ferries

Ferry costs will be reimbursed for the instructor/umpire’s vehicle and one passenger, unless other passengers are designated for carpooling purposes and are BCBUA members.

Accommodation

The BCBUA will cover the costs of accommodations while in travel status. The travel coordinator will make the bookings and arrangements. The instructor/umpire will claim the hotel cost including parking if they must pay any costs to the hotel directly. The BCBUA will not pay for in room expenses, such as room service charges, mini bar or movie purchases.

Other

Other expenses may be approved for reimbursement on a case-by-case basis by the BCBUA executive and any approvals contrary to this policy must be reported to the BCBUA BOD as soon as reasonably practical.