



# Triathlon Ontario Officials' Expense Policy

1. Provincial Triathlon Officials are knowledgeable, professional, and trained volunteers. In recognition of officials' dedication, Triathlon Ontario provides honoraria and some compensation for expenses.

2. The following amounts are the approved per-day honoraria for Triathlon Ontario Officials:

<b>Position</b>	<b>Honorarium</b>
Head Official	\$85.00
Secondary or Moto Official	\$50.00
Official In Training	N/A
Teaching	\$85.00

3. The following are the approved expenses for Triathlon Ontario Officials:

<b>Expense</b>	<b>Amount</b>
Mileage	\$0.30/km
Air, rail, bus, or other travel	Pre-approved amount only
Accommodation	Pre-approved amount only
Per Diem	\$25.00/night of pre-approved accommodation

## 4. **Expense Reports**

4.1 Expenses are to be reported to Triathlon Ontario using the online expense form located at <https://www.triathlonontario.com/officials-expense-form>.

4.2 Due to the requirement to invoice organizers in a timely manner, officials' expense reports are due within seven (7) days after an event. It is the responsibility of the official to submit expense reports on time. Triathlon Ontario will not track or request unsubmitted expense reports.

5. **Mileage**

5.1 Fully-qualified officials serving in race positions (Head, Secondary, or Moto), and officials teaching courses will be compensated for mileage for the following, as applicable:

5.1.1 The most direct, round-trip, non-toll route between the official's current address and either the event or the accommodation;

5.1.2 The most direct, round-trip, non-toll route between approved accommodation and the event, and;

5.1.3 Mileage for event purposes including moto mileage and course inspection.

5.2 Mileage will normally be calculated by the use of Google Maps to calculate the most direct, round-trip, non-toll route from an official's current address to the race site.

5.3 Officials may claim moto and/or additional mileage using the appropriate fields on the online expense form.

5.4. Mileage expenses do not require pre-approval.

6. **Accommodations**

6.1 All accommodation expenses must be approved in advance by Triathlon Ontario.

6.2 It is the responsibility of the official to request accommodation well in advance of the event.

6.3 Accommodation will normally be booked by Triathlon Ontario.

6.4 Accommodation will be approved based on the following:

6.4.1 An event is 250km or more from the official's current address;

6.4.2 An official is required to drive more than two hours one way;

6.4.3 An official is required to leave before 5:00am, or;

6.4.4 Accommodation is more economical than mileage.

7. **Documentation, Shared Expense, & Training**

7.1 All expenses claimed, other than mileage and honorarium, must be accompanied by a receipt.

7.2 An official who accepts an opportunity to officiate while already at an event, for example to cover an unforeseen absence, may claim an honorarium but not mileage or accommodation expenses.

7.3 An official may claim a full honorarium but only half the normal mileage and/or accommodation expense in the following circumstances:

7.3.1 The official is participating as an athlete at the same event;

7.3.2 The official is travelling with another person who is participating as an athlete at the same event;

7.3.3 The official is travelling with and/or sharing accommodation with another official for the same event.

7.4 Officials who are training and/or job shadowing are not entitled to claim expenses.

## 8. **National & International Events**

8.1 Provincial officials are welcome to volunteer to officiate at national and international events, on the understanding that officials for such events are the sole responsibility of Triathlon Canada.

8.2 Neither the ITU nor Triathlon Canada compensates provincial officials. Triathlon Canada expects provincial officials at national events to volunteer for experience. This includes provincial officials who are filling in for compensated national officials.

8.3 Triathlon Ontario will not subsidize officials at international or national events. The ITU and/or Triathlon Canada charge event organizers sanctioning and technical officials' fees specifically to fund officials' expenses for each event. None of the revenue charged for officials flows to the Province.

8.4 There will be no "top up" or additional compensation offered by Triathlon Ontario.