

BASEBALL PEI POLICY

Remuneration Policy

1.1 Remuneration

- Staff, Board of Directors, and anybody representing Baseball PEI on official business shall be reimbursed travel, meal, accommodation and other related expenses. The membership may also grant an honorarium upon approval of the Board of Directors of Baseball PEI.
- Baseball PEI portion of the Sport Coordinator and Summer Clinician expenses shall be paid at a rate of \$20/hour as per submitted receipts.

1.2 Meals

- Baseball PEI will reimburse meal expenses for the approved business of Baseball PEI at the following rates:
Breakfast: \$10.⁰⁰
Lunch: \$15.⁰⁰
Supper: \$20.⁰⁰
- Only original, itemized meal receipts will be reimbursed. In the case of cash payment, you can write the tip amount on the itemized receipt for reimbursement.
- Gratuities are not to exceed 15% value.
- The mixing of travel and meal expenses and other unrelated expenses is to be avoided on expense reports.

1.3 Travel and Mileage

- All travelling on behalf of Baseball PEI are to travel by the mode of transportation most advantageous to the conduct of Baseball PEI's business (if flying, arrangements should be made through Maritime Travel, Baseball PEI Partner). Travel is to be by the shortest direct route. Private vehicles should be used when commercial travel arrangements are not economical or practical.
- Current Government rate for private car travel within the province of PEI will be used as mileage. For private car travel outside of the province, a rate covering costs of fuel and tolls will be used as mileage, upon the submission of receipts.
 - For travel outside of the province, particularly with travel involving air flight, taxi and bus fares must be supported by a receipt issued by the driver of the vehicle. Airport buses and shuttles are to be used when practical.

1.4 Hotels

- Baseball PEI-preferred hotels are to be used when available. Other hotels are only to be used if required by special meetings or seminars.

