

Version: 1.0

Updated: March 27, 2022

Speedcubing Canada Reimbursement Policy

Whenever feasible, Speedcubing Canada will transact directly with venues, vendors, merchants and service providers to avoid the need to reimburse individuals. When reimbursement is necessary, this policy describes allowed expenses and the process for the submission, approval and payment of approved reimbursements.

Individuals should not expect reimbursement from Speedcubing Canada, even if the expense is covered by this policy. If an individual is planning to request reimbursement for allowed expenses, they should discuss the expense with Speedcubing Canada's Board of Directors prior to making any out-of-pocket payment(s).

All dollar amounts discussed are in Canadian dollars.

Allowed Expenses

- Speedcubing Canada may only reimburse expenses that are reasonable and necessary for running a Speedcubing Canada event.
 - Speedcubing Canada may provide partial reimbursement of an allowed expense if deemed appropriate.
 - Speedcubing Canada can and will deny unnecessary or unreasonable reimbursement requests.
- Speedcubing Canada may only reimburse expenses as is allowed for Canadian not-for-profit corporations.
- Speedcubing Canada may reimburse its Directors, Officers, Members or other individuals who are volunteering with Speedcubing Canada.
- A "Speedcubing Canada event" is defined as an event, usually an official World Cube Association competition in Canada, that is organized by or in partnership with Speedcubing Canada.
 - Written notice from Speedcubing Canada's Board of Directors is required to officially recognize a Speedcubing Canada event.
 - Event organizers or WCA Delegates may email board@speedcubingcanada.org to request that their event be recognized as a Speedcubing Canada event.

Venues and associated costs

- Reimbursement requests can be made for venues used for a Speedcubing Canada event.
- Expenses covered by this policy include:
 - Venue rental fees
 - Non-refundable damage deposits
 - Special event liability insurance

- Wired or wireless internet access
- Audio-visual
- Risers
- Tables
- Chairs
- Belt barriers or rope and stanchions

Operating expenses

- Reimbursement requests can be made for operating expenses of a Speedcubing Canada event.
- Expenses covered by this policy include:
 - World Cube Association Competition Dues
 - Stripe Fees

Equipment

- Reimbursement requests can be made for equipment used for a Speedcubing Canada event.

Type 1

- Equipment used during scrambling and solving in an official World Cube Association competition.
- Expenses covered by this policy include:
 - StackMat timers
 - StackMat mats
 - Tournament displays
 - Tournament display data cords
 - Tournament display stands
 - Stopwatches
 - Batteries
 - O-rings
 - Cube covers
 - Stationary (e.g. pens, markers)
 - Tri-folds
 - Laptops and tablets (only if necessary for scrambling stations)
 - Harmonica holders (only if necessary for 4x4x4 Blindfolded, 5x5x5 Blindfolded or 3x3x3 Multi-Blind)
 - Cardstock and paper (e.g. for scorecards, FMC, 3x3x3 Blindfolded, 4x4x4 Blindfolded, 5x5x5 Blindfolded or 3x3x3 Multi-Blind)

Type 2

- Equipment not used during scrambling and solving in an official World Cube Association competition, but still necessary for the successful operation of a Speedcubing Canada event.
- Expenses covered by this policy include:
 - Name badges
 - Lanyards

- Notepads
- Table cloths
- Professional printing (e.g. programs, banners, table runners, stickers)
- Cardstock and paper (e.g. for name tags, schedules or certificates)
- Non-professional printing (e.g. printers, printer ink, printer toner)
- Competition staff apparel (only if necessary to identify competition staff)
- Personal protective equipment (e.g. medical masks, gloves)
- Cleaning/sanitary products (e.g. wipes, hand sanitizer, cling wrap)
- Stationary (e.g. pens, markers, highlighters, binder clips, clipboards, labels, tape, white-out)
- Storage (e.g. baskets, bins, boxes, pencil cases)
- Tools (e.g. screwdrivers, scissors, box cutters)
- Extension cords
- Materials for unofficial events (written explanation will be required)

Prizes

- Reimbursement requests can be made for prizes awarded to winners to other individuals at a Speedcubing Canada event.
- Expenses covered by this policy include:
 - Medals
 - Plaques
 - Trophies
 - Puzzles
- Expenses **not** covered by this policy include (these types of prizes will be given directly from Speedcubing Canada or an event sponsor to the recipient):
 - Gift cards
 - Cash

Food and beverage

- Reimbursement requests can be made for food and beverage served *free of charge* to attendees or a sub-group of attendees at a Speedcubing Canada event.
- Expenses covered by this policy include:
 - Food (e.g. catering, pizza, sandwiches)
 - Snacks (e.g. fruit, granola bars)
 - Drinks (e.g. bottled drinks, coffee, tea)
 - Disposable plates
 - Disposable cups
 - Disposable napkins
 - Disposable utensils

Travel

- Reimbursement requests can be made for travel **only when deemed necessary for the successful operation of a Speedcubing Canada event.**
- Expenses covered by this policy include:
 - Automobile allowance as per <https://www.canada.ca/en/revenue->

[agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html](https://www.speedcubingcanada.org/agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/automobile-allowance-rates.html)

- Economy class airline tickets
- Public transportation:
 - Trains
 - Buses
 - Taxis
 - Ride-Share (e.g. Uber, Lyft)

Lodging

- Reimbursement requests can be made for lodging **only when deemed necessary for the successful operation of a Speedcubing Canada event**.
- No lodging expenses may be reimbursed beyond the night before the first day or the night after the final day of a Speedcubing Canada event.
- Expenses covered by this policy include:
 - Hotels
 - Temporary rentals (e.g. Airbnb)

Submitting Allowed Expenses

- To request reimbursement for allowed expenses, the individual requesting reimbursement should email reimbursements@speedcubingcanada.org.
 - The email *should* include "reimbursement" in the subject line.
 - The email **must** include the name of the Speedcubing Canada event the allowed expenses are associated with.
 - The email **must** include receipts attached to the email.
 - No expense will be reimbursed without a receipt (with the exception of automobile allowance).
 - For each receipted expense, the email **must** include which policy (e.g. Venues and associated costs, Equipment Type 1) the expense is covered by.
- Reimbursements *should* be submitted within 60 days of when the out-of-pocket payment was made and **must** be submitted within 90 days of when the out-of-pocket payment was made.
 - Reimbursements submitted between 61 and 90 days of when the out-of-pocket payment was made **must** include a written explanation for the delay.

Approval

- All reimbursement requests will be reviewed by Speedcubing Canada's Board of Directors.
- A reimbursement will only be accepted if
 - the expense is an allowed expense, and
 - a majority of not less than two-thirds (2/3) of Speedcubing Canada's Board of

Directors vote in favour of approving the reimbursement request.

- If a Director is the individual making the reimbursement request, they will not participate in the vote and a majority of not less than two-thirds (2/3) of the remaining Directors is required.
- Reimbursement requests will be processed within 30 days of when the email request is received.

Payment

- Approved reimbursements will be paid within 30 days of approval.
- Approved reimbursements will be paid via cheque or e-transfer.
- Speedcubing Canada may pay approved reimbursements of over \$1,000 in multiple installments.
 - A schedule of payment will be clearly communicated with the individual being reimbursed.