

Speedcubing Canada Reimbursement Policy

Uses of the words "must", "must not", "should", "should not" and "may" match [RFC 2119](#).

General reimbursement request form: <https://forms.gle/wJri15T8p83dM1MVA>

Automobile allowance reimbursement request form: <https://forms.gle/fVqSRbQ6VfAYWJ5k6>

All dollar amounts discussed are in Canadian dollars.

Whenever feasible, Speedcubing Canada *should* transact directly with venues, vendors, merchants and service providers to avoid the need to reimburse individual(s) and/or group(s). When reimbursement is necessary, this policy describes allowed expenses and the process for the submission, approval and payment of approved reimbursements.

Individual(s) and/or group(s) *should not* expect reimbursement from Speedcubing Canada, even if the expense is covered by the policies described in this document. If individual(s) and/or group(s) are 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).

Speedcubing Canada's Board of Directors reserves the right to modify this document (including the addition or removal of allowed expenses) with a majority of not less than two-thirds (2/3) of Speedcubing Canada's Board of Directors vote in favour of the modification.

This document is extended by the [Speedcubing Canada Major Championship Reimbursement Transfer Policy](#).

Allowed Expenses

- Speedcubing Canada **must** only reimburse expenses that are reasonable and necessary for running Speedcubing Canada Supported Events as defined by the [Speedcubing Canada Supported Events Policy](#).
 - Speedcubing Canada reserves the right to provide partial reimbursement of an allowed expense if deemed appropriate.
 - Speedcubing Canada reserves the right to deny unnecessary or unreasonable reimbursement requests.
- Speedcubing Canada **must** only reimburse expenses as is allowed for Canadian not-for-profit corporations.
- Speedcubing Canada **must** only reimburse Director(s), Officer(s), Member(s) or other individual(s) and/or group(s) who are operating as unpaid volunteers to run Speedcubing Canada Supported Events.

Venues and Associated Costs

- Reimbursement requests are allowed to be made for venues used for Speedcubing Canada Supported Events.
- Expenses covered by this policy include:
 - Venue rental fees
 - Non-refundable damage deposits
 - Special event liability insurance
 - Wired or wireless internet access
 - Audio-visual services or equipment rental
 - Risers
 - Tables
 - Chairs
 - Belt barriers or rope and stanchions

Operating Expenses

- Reimbursement requests are allowed to be made for operating expenses of Speedcubing Canada Supported Events.
- Expenses covered by this policy include:
 - World Cube Association Competition Dues

Equipment

- Reimbursement requests are allowed to be made for equipment used for Speedcubing Canada Supported Events.

Type 1: Timing Equipment

- Expenses covered by this policy include:
 - StackMat timers
 - StackMat mats
 - Tournament displays
 - Tournament display data cords
 - Tournament display power adaptors
 - Tournament display stands
 - Stopwatches
 - O-rings and other button protectors

Type 2: Office Supplies, Tools and Printing

- Expenses covered by this policy include:
 - Notepads
 - Cardstock and paper
 - Stationery (e.g. pens, markers, highlighters, binder clips, clipboards, labels, tape, white-out)
 - Storage devices (e.g. baskets, bins, boxes, pencil cases, suitcases)
 - Tools (e.g. screwdrivers, scissors, box cutters)
 - Professional printing (e.g. banners, table cloths, table runners, print programs, signs, stickers, name badges)
 - Printing services (e.g. in-store printing solutions)
 - Non-professional printing (e.g. printers, printer ink, printer toner)

Type 3: Other

- Expenses covered by this policy include:
 - Cube covers
 - Scrambling station blockers (e.g. tri-folds, pipe and drape)
 - Sight blockers and harmonica holders
 - Laptops, tablets and required accessories (e.g. dongles, power adaptors)
 - Extension cords and power bars
 - Batteries
 - Name badge holders
 - Lanyards
 - Competition apparel
 - Table cloths
 - Personal protective equipment (e.g. medical masks, gloves)
 - Cleaning/sanitary products (e.g. wipes, hand sanitizer, cling wrap)
 - Materials for unofficial events (written explanation **must** be provided)

Prizes

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

Food and Beverage

- Reimbursement requests are allowed to be made for food and beverage costs utilized by Speedcubing Canada Directors, Officers, Members, and/or staff during the competition for individual consumption, provided those individuals were *indispensable* to the running of the competition.
- 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 are allowed to be made for travel, but **must** only be approved when deemed absolutely necessary for the successful operation of Speedcubing Canada Supported Events.
- 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.html>
 - Economy class airline tickets
 - Public transportation:
 - Trains
 - Buses
 - Street cars
 - Taxis
 - Ride-Share (e.g. Uber, Lyft)
 - Paid parking at public or private lots
 - Rental cars

Lodging

- Reimbursement requests are allowed to be made for lodging, but **must** only be approved when deemed absolutely necessary for the successful operation of Speedcubing Canada Supported Events.
- Lodging expenses **must not** be reimbursed beyond the night before the first day or the night after the final day of a Speedcubing Canada Supported Event.
- Expenses covered by this policy include:
 - Hotels
 - Temporary rentals (e.g. Airbnb)

Special Request

- Reimbursement requests are allowed to be made under this special request policy to cover anything not explicitly mentioned in the above policies. Written explanation for the expense **must** be provided.

Submitting Allowed Expenses

- To request reimbursement for allowed expense(s), the individual(s) and/or group(s) requesting reimbursement **must** submit a request via this form: <https://forms.gle/wJr15T8p83dM1MVA>. If the reimbursement request is for automobile allowance, the individual(s) and/or group(s) requesting reimbursement **must** submit a request via this form: <https://forms.gle/fVqSRbQ6VfAYWJ5k6>.
 - The reimbursement request **must** meet one of the two following requirements:

- Include the name(s) of the Speedcubing Canada Supported Event(s) the allowed expense(s) are associated with.
 - If the allowed expense(s) are for equipment that will have ongoing use at Speedcubing Canada Supported Events, but cannot be directly associated with specific Speedcubing Canada Supported Events(s), provide written explanation to justify the equipment's benefit to Speedcubing Canada Supported Events in a particular region.
- The reimbursement request **must** include receipts attached via the form.
 - An expense **must not** be reimbursed without a receipt (with the exception of automobile allowance).
- For each receipted expense, the reimbursement request **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 365 days of when the out-of-pocket payment was made.
 - For reimbursements submitted between 61 and 365 days of when the out-of-pocket payment was made, the individual(s) and/or group(s) requesting reimbursement **must** provide a written explanation for the delay.

Approval

- All reimbursement requests **must** be reviewed by Speedcubing Canada's Board of Directors.
- A reimbursement **must** only be accepted if
 - the expense is an allowed expense, and
 - excluding expenses covered under the Special Request policy, 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 **must not** participate in the vote and a majority of not less than two-thirds (2/3) of the remaining Directors voting in favour of approving the reimbursement request is required.
 - If the expenses is covered under the Special Request policy, Speedcubing Canada's Board of Directors *unanimously* vote in favour of approving the reimbursement request.
 - If a Director is the individual making the reimbursement request, they **must not** participate in the vote and the remaining Directors unanimously voting in favour of approving the reimbursement request is required.
- Reimbursement requests *should* be processed within 30 days of when the form is submitted.

Payment

- Approved reimbursements **must** be paid within 30 days of approval.
- Approved reimbursements **must** be paid via cheque or e-transfer (including PayPal or other online money transfer services that produce an immutable record of the transaction).
- Speedcubing Canada reserves the right to pay approved reimbursements of over \$1,000 in multiple installments.
 - A schedule of payment **must** be clearly communicated with the individual(s) and/or group(s) being reimbursed.