

KARATE ALBERTA EXPENSE POLICY AS OF Jan 2017

1. Expenses incurred in the Province of AB:

- 1.1 Per diem for meals: \$15 Breakfast
\$ 20 Lunch
\$ 25 Dinner

Note: receipts not required.

- 1.2 Gas: 25% x (cost of gas at pump) x (#kms).

- 1.3 Accommodation: Lowest available room rate at the event Sponsored Hotel /Double occupancy (or equivalent).

Note: For 1.2 & 1.3 and all other expenses, submit invoices showing GST.

Note: For Karate Alberta tournaments, hotel, gas and meals will only be reimbursed if the distance to the event is 100 km or more, one-way, from Official's residence.

2. Expenses incurred outside the Province of AB

- 2.1 Per diem for meals: \$20 Breakfast
\$25 Lunch
\$35 Dinner

Note: receipts not required.

- 2.2 Accommodation: Lowest available room rate at the event Sponsored Hotel /Double occupancy (or equivalent).

- 2.3 Flights – economy fare

Note: For 2.2 & 2.3 and all other expenses, submit invoices showing GST/HST.

3. Officials / Karate Alberta tournaments:

- 3.1 Honoraria:

- Provincial Kata Judge A/Kumite Judge A certification, the honorarium is \$25 per day
- Provincial Kata Judge A/Kumite Ref B certification, the honorarium is \$50 per day
- Provincial Kata Judge A/Kumite Ref A certification, the honorarium is \$75 per day
- National or International Judge or Referee, the honorarium is \$150 per day

Note: All Provincial officials, judges/referees, must officiate at least 1 provincial tournament per year.

Pre-register for tournaments to be eligible for expense coverage and honoraria.

National officials must officiate minimum 2 provincial tournaments per year to be **eligible** to attend nationals and KC summit.

Note: This is first-come, first-served based on tournament requirements.

4. KA sanctioned Events:

Honoraria and expenses are at the discretion of Dojo hosting event.

5. International Events:

pre-approval required