

SCHEDULE OF EXPENSE REIMBURSEMENT AND HONORARIA as of OCTOBER 2022

Approved October 20, 2022

For Karate Alberta events, hotel, gas and meals will only be reimbursed if the distance to the event is **50 km** or more, one-way, from Official's normal residence. Exceptions may be made as needed, supported by receipts. Please see Karate Alberta's financial policy for further explanation.

Expenses must be submitted on the correct Karate Alberta expense claim form. Expenses should show correct GST/HST where applicable.

1. Expenses incurred in Canada

- 1.1. Per Diem for meals: **\$20** Breakfast
\$25 Lunch
\$30 Dinner

- Receipts not required;
- one meal per 4 hour event.

1.2. Fuel costs when using a private vehicle: **\$0.50** per kilometer.

1.3. Accommodation: Lowest available room rate at the event sponsored hotel based on double occupancy (or equivalent rates).

1.4. Flights – lowest reasonable economy fair.

2. Expenses incurred outside Canada

- 2.1. Per diem for meals: **\$25** Breakfast
\$30 Lunch
\$40 Dinner

- Receipts not required.

2.2. Accommodation: Lowest available room rate at the event sponsored hotel based on double occupancy (or equivalent rates).

2.3. Flights – lowest reasonable economy fair.

3. Officials / Karate Alberta tournaments:

3.1 Honoraria by license:

- Provincial Kata Judge A/Kumite Judge A - **\$50** per day
- Provincial Kata Judge A/Kumite Ref B - **\$50** per day
- Provincial Kata Judge A/Kumite Ref A - **\$75** per day
- National/International Judge or Referee - **\$150** per day

- All Provincial officials, judges/referees, must officiate at least 1 provincial tournament per year.
- Officials must Pre-register for tournaments to be eligible for expense coverage and honoraria. This is on a first-come, first-served basis depending on tournament requirements.
- National officials must officiate minimum 2 provincial tournaments per year to be eligible to attend KC Nationals and the KC summit.

4. KA sanctioned Events:

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

5. International Events:
Pre-approval required