

EXPENSE REIMBURSEMENT



Eligibility

The following individuals are eligible for reimbursement of expenses:

- A. Coaches/Team Personnel: Expenses related to:
 - a. Hockey Alberta Coaching Clinics
 - b. Respect in Sport Activity Leader
 - c. Criminal Record Vulnerable Sector Checks.

- B. WMHA Board Members: Expenses related to:
 - a. Meetings and clinics required for their Board position
 - b. Decisions of the Board funded through personal funds
 - c. Mileage to meetings required due to their Board position
 - d. Other expenses approved by the Board prior to the occurrence of the expense.

- C. WMHA goalie parents:
 - a. Receipt of goalie equipment with a cap of \$250/season.

- D. WMHA local referees:
 - a. Clinic fees will be reimbursed after they have refereed a minimum of 5 games for WMHA. It is the responsibility of the referee to submit receipts, this is not an automatic reimbursement by the association.

No other expenses will be reimbursed by the WMHA Board without prior approval.

All reimbursement requests must be submitted to the Treasurer, with applicable receipts, within thirty (30) days of the date of the expense, with a hard submission deadline by May 15. Any claims submitted outside of the thirty (30) day timeframe require WMHA Board Approval and are subject to denial.