

**OUT-OF-NIAGARA MULTI-DAY TRIP DEVELOPMENT FORM**  
**For Compensation Expense Estimates Approval & For Compensation Claims**

**Note:** In an effort to encourage more members to seek out new areas, or revisit trips we haven't done in years, the club is willing to work with all members to help defray some of the costs involved in developing such trips.

Reimbursement for trip development will be a new, experimental step for the club that we would like to try for the balance of this season and next. We are a small club without large financial resources, so anyone wishing to claim expenses for trip development *must work in advance with the club executive to make sure their proposed trip plan is approved before they begin.*

In practice, our financial resources may limit the number and scope of such proposals that we can accept. For example, the club could not afford to send someone to Florida or British Columbia to check out paddle routes and launches, but covering the costs of phone calls, deposit money transfers, etc to develop such a trip would be reasonable.

The guidelines of our new multi-day trip development compensation policy are listed below for your information. If you have any questions, or have a trip in mind, please contact John Swart.

**Peninsula Paddlers Kayaking Club**  
**Multi-Day Trip Development - Compensation Policy and Criteria**  
**2018**

**Policy**

Peninsula Paddlers club members may be eligible for compensation for some financial expenses incurred while identifying and developing multi-day kayak trip locations and routes outside of Niagara. Specific compensation criteria are outlined below and *all compensation decisions are at the discretion of the Executive.*

**Compensation for Minor Financial Expenses**

For expenses in the \$50. range (ie: acquiring maps, making copies, phone calls, etc), the Trip Leader/Developer can be compensated for these incidental expenses by submitting an expense claim with receipts where available to the Treasurer.

**Compensation Criteria for Major Expenses**

Compensation will be provided for appropriate and reasonable out of pocket expenses incurred to safely identify and develop multi-day kayaking trips as outlined below. There is an

expectation that one or two days with one overnight stay should be sufficient for most trip developments, but the Executive will consider other requirements if presented.

**Transportation** - Gas used in one's own vehicle to travel from home to the proposed trip destination, vicinity travel to develop the trip and return to home, will be paid with receipts.

**Meals** – There will be no payments for meals unless specifically agreed upon by the Executive.

**Accommodation**– To a maximum of \$75.00 per night for hotel/motel/B&B/camping OR if staying with family or friends a \$30.00 thank you gift acknowledgment.

**Process**

To manage and control expenses under this policy the Peninsula Paddlers Executive will require Multi-day Trip developers to submit a trip plan and estimate of total expenses for **approval prior to departure**. The form on the following page must be used to outline expense estimates, and the completed estimate form is to be submitted to the President and/or Treasurer for Executive approval.

**Multi-Day Trip Product**

At the time of an expense claim submission the trip developer must submit to the Executive a final “Multi-day Trip” plan that includes all details necessary to provide club members with a safe and organized trip. It is expected that the trip developers will lead such a trip for the club once the Executive has approved the trip and compensation claim.

**Out of Niagara Multi-day Trip Development Form for Compensation Expense  
Estimates for Approval & Compensation Claims**

**Names of Route Developers:** \_\_\_\_\_

Compensation Item & Criteria	Cost Estimate for Approval Prior to Departure	Expenses Claimed for Compensation after trip developed	Receipt needed?
	Total=		

<b>Transportation</b>		<b>Total=</b>	<b>Yes</b>
<b>Accommodation</b> (Max \$75.00/night total)		<b>Total=</b>	<b>Yes</b>
<b>\$30 for staying with friends</b>		<b>Total=</b>	<b>No</b>
<b>GRAND TOTAL</b>	<b>\$</b>	<b>\$</b>	