



POLICY ON PER DIEM EXPENSES AND HONORARIUM

Revised 12 February 2016

Per Diem Expenses

In order to minimize the effort of tracking, reporting, recording and payment of expenses incurred by individuals on official PAHF business, a standard “per diem” approach to completing the PAHF expense form is now in effect. This will not only minimize the effort of reporting expenses from the individual's viewpoint, but reduce the bookkeeping effort in tracking expenses and receipts before they can be paid.

Instead of having to submit all expenses for meals and incidentals, the policy simply requires a standard daily (per diem) amount to be recorded and claimed on the expense form – **receipts are NOT necessary**.

The standard per diem covers three meals as follows:

Breakfast \$10; Lunch \$20; Dinner \$35; for a total of US\$65 per day.

Only meals where an individual is paying from their own pocket should be claimed. Therefore, if any meals are provided by the host country or are included in a hotel charge (e.g. bed & breakfast), then these should not be claimed. In addition, on travel days, the per diem meals claimed should take into consideration times of departure and arrival in terms of which meal claims are applicable.

On the expense form, simply claim the appropriate amount as **Per Diem** for each day on official PAHF business.

Honorarium

Appointed Instructors who are asked to conduct a course (coaching, umpiring, technical, administrative) on behalf of PAHF will be paid an Honorarium (**in addition to the eligible Per Diem Expenses**) for course preparation and for those days that the course takes place. The daily amount paid will be:

- US\$100 for FIH qualified Instructors
- US\$80 for PAHF qualified Instructors
- US\$60 for other Instructors.

On the expense form, simply claim the appropriate total amount as **Honorarium** for one day of preparation time and for each day of instruction. A standard course report must be completed and submitted to PAHF by the instructor at the end of the course before the Honorarium is paid.

General

See attached page with example of how to complete the standard PAHF expense form (available on the Administration section of the PAHF web-site. All expense forms must be signed by the individual and the approving PAHF Chair or Officer before funds are paid.

***Approved by the PAHF Board of Directors
February 12th, 2016***



PAHF EXPENSE REPORT

NAME: Jane Doe (Instructor)
 Street, No: 123 Main Street
 City, State, ZIP: New Town, LL 54321
 Country: USA
 Date: 15-Feb-2016
 Signature:

MONTH/YEAR OF EXPENSE: mar/16

PROJECT: Coaching Course in COUNTRY

CURRENCY: US\$

Date	Details of Expense	Accounting Use Only	Amount
12-Mar-14	Per Diem (travel day - dinner only)		35,00
13-Mar-14	Per Diem		65,00
14-Mar-14	Per Diem (breakfast included)		55,00
15-Mar-14	Per Diem (dinner provided, lunch only)		20,00
15-Mar-14	Honorarium - PAHF Instructor fee US\$75xday >> 3 days + 1 prep day		300,00

Sub Total	475,00
Conversion rate	1,00
Total (US Dollars)	\$475,00

APPROVAL:

(Date)

(Name)

(Signature)

BANKING DETAILS (for payments by wire transfer only)

Account No or IBAN: _____

Bank Name: _____

Bank Address: _____

Bank Country: _____

Bank Code or BIC(SWIF): _____

Submit Form to: Derek Sandison, HON Treasurer, PAHF
 Address: 466 Rattray Park Dr,
Mississauga, ON L5J 2N1, CANADA
 e-mail: derek.sandison@rogers.com

NOTE: **PAYMENT WILL BE IN US DOLLARS ONLY**
VALID ONLY IF SUPPORTED BY ORIGINAL RECEIPTS