

Calgary Bird Banding Society
Expense Reimbursement Policy

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1. Purpose

This policy is intended to ensure consistency and fairness in reimbursing expenses and supporting CBBS members. It is aimed primarily at CBBS members who have limited options for support.

2. Guidelines

1. The CBBS Board will consider applications for support on a case by case basis.
2. When reviewing an application for support the CBBS Board consideration may include, but is not limited to, the applicant's contributions to CBBS, funds available and previous support awarded.
3. At the Board's discretion:
 - a. Support to any one CBBS member may be limited to once every two years
 - b. CBBS members may not be eligible for support until their second year of membership.
 - c. A recipient of support may be asked to provide a report or presentation of their experience to the Board or general membership.
4. Members are required to provide a budget when requesting support including other sources of support as well as an updated budget when invoicing for approved support confirming other support received and providing receipts for expenses claimed.

3. Applicability

This policy applies to expenses incurred for attending banding-related meetings, conferences, training and fund-raising as well as participating in banding and other ornithological monitoring activities.

4. Time Sensitivity

Members are encouraged to apply well in advance particularly if participation is contingent on CBBS support.

5. Mileage

Mileage can only be claimed under 6B below

6. Policy

6A. Meetings and Training Eligible for Reimbursement (expenses must be supported by receipts)

1. Canadian Migration Monitoring Network (CMMN) biennial meetings
 - (i) all reasonable costs for the currently serving CBBS President and any CBBS member sitting on the CMMN Steering Committee or otherwise serving in a significant capacity.
 - (ii) up to \$500 each for other CBBS attendees approved by the CBBS Board.
2. Up to \$500 each for CBBS attendees at Western, Eastern or Inland Banding Association meetings approved by the CBBS Board.
3. Up to \$500 for other ornithological meetings/workshops/courses on a case by case basis approved by the CBBS Board.
4. Up to \$500 for training for individuals with a demonstrated intent to obtain a banding permit on a case by case basis approved by the CBBS Board.

6B. Travel Costs (costs other than mileage must be supported by receipts)

1. Mileage, at the current Alberta Government rate, incurred to undertake all CBBS banding projects, Audubon Christmas Bird Counts and nest box monitoring for approved routes. Claims must detail mileage by date and project.
2. Costs associated with attending Board-approved ornithological training programs such as bird banding training, banding workshops, training sessions and conferences including those costs in excess of the costs covered under 6A above.
3. Travel and living costs, other than mileage (covered in 6B-1 above), incurred to undertake all CBBS banding projects, Christmas Bird Counts and nest box monitoring for approved routes.