Provincial Technical Officials Reimbursement Policy

Approved by the Board of Directors May 14, 2025

This document outlines the process for reimbursement of the Saskatchewan Triathlon Association Corporation (STAC) officials' expenses.

STAC Annual Membership Fees

All officials must be a STAC annual member to ensure insurance coverage is in place for themselves.

An official that is a Provincial Technical Official (PTO) level I or higher can claim a reimbursement for their STAC portion ($65) of the annual membership fee within the annual membership period by submitting an expense form to the STAC Executive Director.

Honoraria

An PTO who services as a Technical Delegate for an event can add a $100.00 honoraria to the expense claim within the "other" category on the form.

Travel and Meals

- Accommodations: One night's accommodation per event day.
- Meals and Travel costs: As outlined in the STAC expense submission form.
- Any expense that you incurred related to your role such as photocopying, tape, chalk, et.
- If you have questions about any expense, please contact the STAC Executive Director to discuss at executivedirector@triathlonsaskatchewan.org

Ineligible Claims

Note: For officials that either themselves or have their youth participating in a provincial event, those officials will be ineligible for claiming expenses for that event.

Travel Claim Form and Procedure

To access the Travel Claim Form, click here.

Within four weeks of the event date:

1. Complete the STAC expense form with all expense receipts. The claim should be saved as a pdf with the receipts added into a combined claim pdf file.
2. Submit the STAC expense form to the STAC Executive Director at executivedirector@triathlonsaskatchewan.org
3. Payments are made through RBC PayEdge by Electronic Funds Transfer. To this end, you will be added as a supplier and will receive an email from RBC to provide your account information that you would like to funds to be deposited.
4. If you wish to donate your claim, please note this on the form and we will ensure the funds are coded in our books as donations and presented in our financial statements.