

NOHA Travel and Expense Policy

For Officials

2025-2026

Policy Statement

NOHA Travel and Expense Policy supports NOHA's efforts to ensure that travel and expenses are managed in the most cost-effective manner possible. This policy provides an accountability framework and guidelines for reimbursing reasonable and appropriate travel and costs for Officials while conducting NOHA-sanctioned activities.

Purpose

The Travel and Expense policy aims to ensure Officials clearly and consistently understand the policy and procedures for NOHA travel.

To balance fiscal responsibility and administrative stewardship with the welfare of members.

To provide fair and equitable reimbursement of reasonable expenses incurred while travelling for NOHA activities. Reimbursement does not constitute income, nor is it meant to open the way for personal gain.

Maximize NOHA's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.

Scope of Application

This policy applies to: Officials while attending approved activities.

Standards and Requirements

Accommodations

Hotel rooms should be booked with the Preferred hotel partner of the NOHA, Invest Hotels.

[Kapuskasing Comfort Inn](#)

[North Bay Holiday Inn Express and Suites](#)

[North Bay Fairfield Inn and Suites](#)

[Sault Ste Marie Comfort Inn](#)

[Sudbury Comfort Inn South](#)

[Sudbury Comfort Inn East](#)

[Timmins Comfort Inn](#)

Reimbursement will be the cost of the room based on double occupancy of the same gender. Only the room cost, plus applicable taxes, is to be charged to the room.

Travellers are responsible for contacting the hotel directly to allow sufficient time to make cancellations before the cancellation deadline to avoid no-show charges. Charges resulting from failure to cancel a reservation may not be reimbursed unless you show that such failure resulted from circumstances beyond your control.

Travel

Mileage will be paid for travel in a private personal vehicle for NOHA business purposes; the vehicle must, as a minimum, have basic insurance (\$1 million public liability and property damage). Distances driven will be reimbursed by the kilometric rates indicated in this policy.

This rate shall reflect the NOHA's current rate to the Executive Board and staff. This rate shall be reviewed and adjusted in August.

The kilometres claimed shall be based on the current HorizonWeb mileage database.

Mileage for the official travelling the furthest distance (round trip) shall be paid mileage according to the NOHA's approved rate for all travel over 20 km one way. If more than one game is involved, mileage will only be paid once. When more than one official drives, the mileage will be split between the drivers as if only 1 person drove. In addition to the mileage fee, the officials (driver and each passenger) will receive a "Travel Rate":

Kilometers Traveled	Travel Rate	Kilometers Traveled	Travel Rate
101 -200	\$25	201 – 300	\$45
301 +	\$55	Overnight stay	\$75

Where meals are provided at an NOHA function or by another party, the Travel Rate may be prorated.

Expense Report

Typically, most travel-related expenses are paid through HorizonWeb. When incurring hotel expenses, an itemized hotel bill which lists all room charges, taxes, and levies, must be made available. No meals are to be charged to hotel bills.

These receipts are to be provided to the appropriate party providing reimbursement.