



2024 CORK Volunteer Accommodation and/or Travel Expense Reimbursement Form Updated: January 2024

The CORK Board has approved volunteer reimbursement guidelines for out-of-pocket travel and accommodation expenses for volunteers assigned to CORK 2024 events. Approved volunteers that work a minimum of two full days, will be provided support. Receipts are required.

CORK has negotiated pre-paid accommodation for volunteers at Queens University for 2024. If the volunteer requests alternate accommodation, the per diem will be the same amount as the cost of the accommodation provided by CORK. ***Please note:** all claims, with receipts, must be submitted within 14 days of the final day of the event. *Lunch reimbursements will be handled separately.*

Accommodation expenses for volunteers that are eligible to claim are as outlined below:

- Accommodation expenses of up to half of the double rate at Queens University of \$55.00 or a two person rate of \$110.00, plus taxes, per night in July and August will be reimbursed.
- Fall rates of up to \$170.00, plus taxes, will be reimbursed.
- Accommodation receipts showing payment are required.
- Volunteers staying in private, non-commercial accommodation may claim up to \$20.00 per night – no receipts are required.
- Accommodation expenses will be paid for the number of race days at an event (arriving the night before and departing the evening the event finishes).

Travel expenses:

Support is limited to volunteers living more than 30 km from POH. Travel expenses up to a maximum of \$300 per event may be claimed as detailed below:

- Travel by vehicle may be claimed at \$0.40/km (\$ 0.50/km when towing a boat), gas receipts are requested.
- Travel by train or bus – economy class travel.
- Cost in excess of \$300 per trip or travel by air must be pre-approved by the CORK Executive Committee. Requests to be submitted to: sail@cork.org with completed pre-approval form.

NOTE: Volunteers residing outside of Canada will be asked to provide bank details in order to complete reimbursement by way of wire transfer.

Submit ***Electronically*** to: CORK/Sail Kingston, 53 Yonge Street, Kingston, ON, K7M 6G4
Tel: 613 545-1322 Email: sail@cork.org

Volunteers may wish to waive reimbursement to further support CORK. If you wish to donate your reimbursement and receive a tax receipt, donations must be made through Wind Athletes Canada
<https://www.windathletes.ca/athletes/cork>

Contact the office for more information. Tel: 613 545 1322 or email sail@cork.org



2024 CORK VOLUNTEER SUPPORT FORM
UPDATED: January 2024

LAST NAME(S): _____ FIRST NAME(S): _____

ADDRESS: _____

CITY: _____ PROVINCE/STATE: _____ COUNTRY: _____

POSTAL / ZIP CODE: _____ PHONE: _____

EMAIL (USED FOR E-TRANSFER): _____

EVENT(S) WORKED: _____

VOLUNTEER POSITION: Race Committee Safety Site
 Jury COMMS Registration Scoring Event Chair

ACCOMMODATION DETAILS:

CHECK IN DATE: _____ CHECK OUT DATE: _____

TOTAL SUMMER NIGHTS: _____ X \$55.00 (Single) = \$ _____

2 Person: _____ X \$110.00 (Double) = \$ _____

TOTAL FALL NIGHTS: _____ X \$170.00 = \$ _____

TRAVEL DETAILS:

MILEAGE - TOTAL KM: _____ X \$0.40/KM = \$ _____

or
 GAS RECEIPTS (please attach receipt): \$ _____

or
 TRAIN - ECONOMY RATE (please attach receipt): \$ _____

TOTAL = \$ _____

 Date submitted:

 Signature of Volunteer: