

## **VOLUNTEER EVENT EXPENSES**

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Gaming proceeds may be used to reimburse volunteers for approved expenses incurred while working a gaming event.

1. Eligible volunteer expenses include:
  - a) transportation costs to and from the gaming event via taxi or bus (within the city or town in which the gaming facility is located);
  - b) babysitting costs incurred by volunteers while they are working gaming events; and
  - c) cost of adult respite care to volunteers while they are volunteering at gaming events, if the volunteer is normally responsible for the care of a medically dependent person within his or her home.
2. If the volunteers are representing a group volunteering at a gaming event at least 100 kilometers from their municipality, the following expenses may be eligible for payment from the gaming account:
  - a) transportation costs (gasoline, van rental);
  - b) overnight accommodation for a maximum of 2 nights, **dependent on licence type** (i.e., casino - 2 nights; bingo - 1 night); and
  - c) breakfast meal(s) if volunteers are staying overnight.
3. All claims for volunteer expenses must be supported by a voucher or receipt.
4. The purchase of liquor is not an eligible volunteer expense.
5. Gaming proceeds cannot be used to purchase meals or refreshments for volunteers following the gaming event. Meals are an allowable expense from the concession in the facility.
6. All volunteer expense reimbursements must be made by cheque and supported by receipts.
7. Prior written approval is not required. All cancelled cheques and supporting documentation/receipts must be submitted with the financial report.

Any questions may be directed to Financial Review, Regulatory Division at (780) 447-8600.