



2025 CORK Volunteer Accommodation and/or Travel Expense Reimbursement Form Updated: January 2025

The CORK Board has approved volunteer reimbursement guidelines for out-of-pocket travel and accommodation expenses for volunteers assigned to CORK 2025 events. Please note:

- Only volunteers who are not parents or chaperones of sailors competing at the event may apply.
- Only volunteers who work a minimum of two full days are eligible for reimbursement. However, we understand there may be extenuating circumstances where a volunteer may only be staying for one night. In such cases, the GM and Executive Committee must approve.

***Receipts are required for all claims.**

CORK has negotiated pre-paid accommodation for volunteers at Queens University for 2025. If the volunteer chooses 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 CORK boat, with pre-approval, 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 a 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>*



**2025 CORK VOLUNTEER SUPPORT
FORM
UPDATED: January 2025**

*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: Safety _____ Site _____ Race Committee _____ Jury _____
COMMS _____ Registration _____ Scoring _____ Event Chair _____

ACCOMMODATION DETAILS (Receipts Required*):

CHECK IN DATE: _____ CHECK OUT DATE: _____

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

or
SHARING WITH: _____ X \$110.00 (Double) = \$ _____

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

CAR – Mileage or gas receipt:

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

or
GAS RECEIPT: \$ _____

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

TOTAL = \$ _____

Signature of Volunteer*

Date

*By signing this form I confirm that I am not the parent/guardian of a sailor competing at the event I am volunteering for.