



The Financial Side

In order to participate in YABS programs, artists must be full YABS members in good standing. The membership fee is \$50 for full members. The membership year is July to June. Fees will not be prorated and are non-refundable. Memberships should be paid in full by the end of August.

Expense Policy

Aside from airfare, artists should expect to be covering all food, transportation and accommodation expenses and be reimbursed later. Should this not be possible, artists must make arrangements in advance with the YABS office.

Travel expenses such as taxis, buses, car rentals, tolls, parking, public transportation, etc. will be reimbursed upon the submission of appropriate receipts. Artists will be provided with expense claims forms. Cheques will be issued upon the return of these forms and receipts.

The YABS office must approve car rentals and airfare in advance. Mileage will be paid out at \$0.45/km upon submission of a completed claims form. Reasonable accommodation receipts will be reimbursed upon submission of receipts.

Accommodation

Reservations are made using your name and YABS' contact information, so if they ask you for the phone number that it is booked under, it's 780-422-8232, the email is either ed@yabs.ab.ca or info@yabs.ab.ca and the address is 11759 Groat Road, Edmonton, AB, T5M 3K6.

Typically, YABS reserves the accommodations on the YABS credit card. As the limit on this card is considerably smaller than the cost of all program accommodations, do not leave the charge there. Pay for each room yourself and submit the receipts with your claims form.

We endeavor to find nearby accommodations that are safe, clean and reasonably comfortable.

If, upon arrival, you find the accommodations do not live up to these standards, and feel the need to remove yourself to a different hotel, you will still be reimbursed for reasonable rates. Please do not cancel your reservations lightly, however: YABS will often be charged for the first night's stay (at least) even if you leave. Please be sure to provide feedback to our office about bad (and good!) accommodations. We do keep track of your reviews so as not to repeat bookings in unpleasant places.

Meals

For meals when travelling with Taleblazers and other programs, YABS will reimburse up to \$10 for breakfast, \$12 for lunch and \$20 for supper upon the submission of itemized receipts for artists "on the road". There is no allotment for snacks.

Credit card transaction slips are not sufficient receipts – we must have receipts with the items

and taxes listed. Upon the advice of AGLC, we are no longer accepting self-receipting for 'from home' groceries. No alcohol will be covered.

As of November 2015, hosts are no longer asked or required to provide meals or meal fees. YABS will still cover travel day meals (eg. supper the night before an out of town booking, breakfast after an overnight stay). Artists are otherwise responsible for providing or paying for their own food. Please take this into consideration when setting your fees.

Fees

Artists set their own fees for **Taleblazers**, but must start at or above the minimum fee of \$225/half day of two hours. YABS takes a 5% booking fee off the top. GST is charged on the booking fee.

Hosting Taleblazers venues must pay YABS for the artist's fee, not the artist directly. This is due to a variety of reasons:

- 1) YABS has to charge GST – not all of our artists do.
- 2) YABS takes its 5% cut off the top. It's tough to chase it down otherwise. It is impossible to compare festival financials if we don't have all the fees going in and out of our books. These numbers are used for budgeting purposes and to make our case to funding agencies and need to be accurate.

For programs **other than Taleblazers**, artists are offered a set fee. The office must receive a signed contract in order to release payment after the program's completion. Please return contracts promptly so as not to delay payment.