



## TRAVEL REIMBURSEMENT GUIDELINES

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The FNHC will reimburse travel expenses for the following invited participants:

- 1) A Chief from each BC First Nations community
- 2) A Social Determinants of Health Lead from each BC First Nations community  
(Defined as an individual who provides leadership to Social Determinants of Health departments, such as child welfare, education, social development. Examples: CEO, COO, Band Manager, Health Director.)

**The 2<sup>nd</sup> attendee must be approved by the Chief. The approved 2<sup>nd</sup> attendee will receive a unique invite and registration once identified by the Chief during their registration process.**

All attendees are responsible for arranging their own travel and accommodation to/from the forum.

There is a guestroom block at the Sheraton Wall Centre at a discounted group rate of \$175/night – participants can make hotel reservations using the Gathering Wisdom online registration process.

### ELIGIBLE TRAVEL EXPENSES FOR REIMBURSEMENT *(See Expense Guide – Appendix, Page 2)*

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Participants travelling a distance greater than 30kms (one-way) from their home to attend the 2016 forum are eligible to seek the following travel expenses for reimbursement:

- ❖ Travel:
  - Roundtrip economy airfare – receipts are required.
  - Transportation (taxi, public transit) to & from the airport – receipts are required.
  - Driving mileage using personal vehicle @ \$0.51/km.
- ❖ Accommodation:
  - Maximum of 3 nights' hotel accommodation at a rate no more than \$175/night.  
*(Nights of November 29<sup>th</sup>, 30<sup>th</sup> & December 1<sup>st</sup>)*
  - Private accommodation of \$50/night for those staying with relatives or friends.
- ❖ Meals and Miscellaneous:
  - Maximum of (1) Lunch per diem on Nov 29<sup>th</sup>.
  - Maximum of (3) Dinner per diem on Nov 30<sup>th</sup>, Dec 1<sup>st</sup>, Dec 2<sup>nd</sup>.
  - Maximum of (3) Incidentals of \$17.30 per overnight stay only.

**\*\***Additional travel expenses as a result of **extraordinary travel circumstances only** must receive prior approval in advance of the event to be considered eligible for travel reimbursement. Submit request to [gatheringwisdom@pacegroup.com](mailto:gatheringwisdom@pacegroup.com).

## APPENDIX: Travel Expense Guide for Event Participants

### 1.0 Purpose

- 1.1 The purpose of this guide is to provide direction for expenses related to event participant travel to and from Gathering Wisdom for a Shared Journey 2016. This guide is prepared to provide information on travel expense criteria and allowances, meals, vehicle and air travel, accommodation and administration for participants.

### 2.0 Criteria and Allowances for Travel Expenses

- 2.1 To be eligible for travel expense reimbursement, participants must be away from home with a minimum driving distance of 30km.
- 2.2 Per diem allowances may be claimed without receipts for meals, incidentals, mileage and private non-commercial accommodation as set out in the table below.

Maximum Travel Per Diem Allowances	
Meal Allowances:	
Breakfast	\$15.75
Lunch	\$15.10
Dinner	\$42.00
Full Day Meal Allowance	\$72.85
Incidental Allowance	\$17.30
Mileage Allowance	\$0.51/km
Private Non-commercial Accommodation Allowance	\$50.00

- 2.3 Allowances may be claimed for commercial (hotel) accommodation, with receipts, at a room rate no more than \$175/night (before taxes).
- 2.4 Expenses of a personal or private nature will not be reimbursed.

### 3.0 Meals

- 3.1 When on event-related travel, participants may claim allowances to cover meals and incidentals based on the rates set in the Maximum Allowances for Travel table.
- 3.2 The participant's approved business travel must:
- (a) start before and end after 7:00 a.m. to claim a maximum allowance for breakfast.
  - (b) start before and end after 12:00 noon to claim a maximum allowance for lunch.
  - (c) start before and end after 6:00 p.m. to claim a maximum allowance for dinner.
- 3.3 Meal allowances may not be claimed if a meal is provided at no cost to the participant, such as meals included in the participant's accommodation cost, events cost, including a business meeting.

### 4.0 Vehicle Travel

- 4.1 Mileage will be verified using Google Maps & Directions.
- 4.2 Departure and arrival address must be included to calculate round-trip mileage.
- 4.3 When the participant has a choice between air travel and using a personally owned vehicle, and the participant chooses to use a personally owned vehicle:

- (a) The eligible amount for reimbursement will be the lesser of the applicable economy class airfare and the vehicle mileage allowance; and
  - (b) The participant will be responsible for hotel and meals costs that would otherwise be avoided if the participant travelled by air.
- 4.4 The participant may not include the distance travelled by ferry in eligible mileage. Participants must submit receipts for ferry expenses with the claim.

## **5.0 Air Travel**

- 5.1 Reimbursement of air travel is limited to economy airfare on regular scheduled air carriers. The participant may claim airport improvement fees, departure fees, baggage fees, and other mandatory charges, whether included in the cost of the airline ticket or charged separately.
- 5.2 Charges resulting from failure to cancel an airline reservation, or from an itinerary change due to personal preference, will not be reimbursed.

## **6.0 Accommodation and Incidental Expenses**

- 6.1 Accommodation (hotel or private) stays are inclusive of event dates only and the night prior to the start of an event.
- 6.2 Charges resulting from failure to change or cancel a hotel reservation that is no longer needed will not be reimbursed or paid by FNHC.
- 6.3 Incidental expenses are reimbursed for overnight stays only. Receipts are not required.
- 6.4 Per hotel industry standards, a credit card or refundable cash deposit is required from each guest upon hotel check-in to guarantee personal incidental charges. The FNHC is unable to guarantee personal incidental charges on behalf of participants.

## **7.0 Administration of Travel Expenses**

- 7.1 Participants must submit travel expense claims for reimbursement, no later than 30 calendar days following the end of the month in which the expenses were incurred – except for the final month of the fiscal year (March 31) when claims must be submitted within two working days of the fiscal year-end. Claims submitted outside these time limits may result in an adjustment to the reimbursement amount, or unpaid claims will be returned to sender with a letter of explanation.
- 7.2 For the purposes of Gathering Wisdom for a Shared Journey 2016 and further to the above statement, travel expense claims must be submitted no later than January 31, 2017.
- 7.3 Expense claims must be accompanied by supporting documents in the form of original itemized receipts for all amounts claimed, other than maximum allowances. All receipts must show breakdown of charges. Credit card vouchers do not qualify as original receipts. Participants must submit e-tickets for air travel. Photocopied receipts and scanned or faxed travel claims will not be processed until original receipts are received by mail.
- 7.4 FNHC reserves the right to withhold from any expense reimbursement an amount relating to GST contained within the travel and other receipts submitted if the person claiming reimbursement is a party entitled to claim a GST rebate in whole or in part.