

Travel Policy - 2017 Links to Learning

First 150 pre-approved delegates are invited to attend BC Links to Learning December 12-15, 2017. One Economic Development Officer (EDO) plus one Land Management Officer (LMO) from each First Nation in BC may apply to have their travel and participation reimbursed. Where an EDO or LMO is not available to attend, the First Nation may designate an alternate community delegate, subject to approval.

Travel costs will be reimbursed only for the first 150 pre-approved delegates; travel reimbursement will be **capped at \$700 per delegate** (excluding accommodations). All delegates are responsible for coordinating and booking their own travel, and ensuring they comply with the Federal Treasury Board travel rates and this event's travel policies.

1.1 All reimbursement for expenses and travel will be guided by this policy and by Federal Government Treasury Board rates.

1.2 All delegates shall always be regulated by the principle of using the most cost-effective approach to travel. This means:

a) The most inexpensive form of ground transportation should be used. For example, use a **FREE** shuttle provided by the Sheraton Vancouver Airport Hotel to and from the airport rather than using a taxi.

Sheraton Vancouver Airport Hotel provides a regular shuttle service from/to the main terminal at Vancouver International Airport starting at 5:00am with the last shuttle leaving the hotel at midnight. For Vancouver airport shuttle service between midnight and 5:00am, our front desk is happy to set-up your departure time. International and Domestic pick-up areas on the arrivals level of the airport are marked as hotel shuttle pick up areas.

If you need shuttle service from the airport, call the hotel from the display board in baggage claim areas of the airport or call hotel directly at 800-663-0299 or 604-273-7878 and request a pick up. Wait for your shuttle at the designated area.

b) Excursion, Economy and reduced airfares are always preferred.

c) Costs for accommodation and meeting rooms should be reasonable and not excessive.

d) Please note, car rental & accommodations at any other hotel than Sheraton/Marriott **will not** be reimbursed

1.3 You are required to book your accommodations at the Sheraton / Marriott Vancouver Airport hotel through "Links to Learning Room Block"; other accommodations will **not** be reimbursed, and room upgrades will be ineligible. Links to Learning will cover your stay for up to 3 nights of accommodation at the rate of \$125 plus taxes per night. Please note rooms can be booked at the conference rate for the nights previous and after the conference if available, at your own expense. Please visit Travel page on Links to Learning website <http://links-to-learning.ca> for additional information.

1.4 Eligible Expenses are as follows:

a) Meals as appropriate and reasonable

b) Mileage as per expense claim form rates to a maximum of the equivalent of airfare at the lowest rate

c) Airfare - Lowest fare

d) Parking, ferries (receipts required)

To be reimbursed for travel-related expenses, delegates must complete a detailed expense claim form, indicating costs and attaching receipts by the deadline stated below.

1.5 The deadline to submit expense claims is **Friday, January 12, 2018**. Any expense claims received any time after this date will not be processed.

Please submit expense claims via email or fax to:

Attention Finance Department

Fax: (780) 429-7487

Email: Jsanderson@edo.ca

Expense Claim

Name: _____ **Inclusive dates from:** _____

Location of meeting: Richmond, BC **Circle One:** EDO / Land Manager

Subject of meetings: BC Links to Learning

Travelled from: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	
	11-Dec-17	12-Dec-17	13-Dec-17	14-Dec-17	15-Dec-17	
MEALS:						
Breakfast: 19.10			Included	Included		\$ _____
Lunch: 18.90		Included	Included	Included		\$ _____
Dinner: 47.35						\$ _____
TOTAL MEAL ALLOWANCE						Sub total \$ _____

Incidental Expense Allowance \$17.30 x _____ days = \$ _____

Kilometre rate: BC - 50.0	Airfare (receipts required)	\$ _____
	Hotel (receipts required) (*Note: Hotel	\$ _____
	Parking (receipts required)	\$ _____
	Taxi / Shuttle / Ferries (receipts required)	\$ _____
	Automobile: 50.0 per/km	x _____ kms = \$ _____

Total Claim = \$ _____

IMPORTANT* Please make cheque payable to:

Name: _____

Address: _____

Postal Code: _____

X _____

Delegate Signature

X _____

Signature of authorizing officer
(Cando)

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Attention Finance Department
DEADLINE: January 12, 2018

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Email: jsanderson@edo.ca