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## TRAVEL REIMBURSEMENT GUIDELINES

The BC First Nations Justice Council will reimburse up to **(2) delegates per community in British Columbia** to attend the Justice Forum (e.g. Chief, Council, Elders, Knowledge Keepers, Youth, Staff) on a first come first serve basis.

All attendees are responsible for arranging their own travel and accommodation to/from the forum, you will be reimbursed for your travel as mentioned above.

There are guestroom blocks at the [Westin Bayshore at a group rate of \\$334/night](#) – participants will need to make their own accommodation arrangements after completing their online registration for the First Nations Justice Forum.

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## TRAVEL REIMBURSEMENT GUIDELINES (Travel Expense for Participants – Appendix, Page 2)

Participants travelling a distance greater than 60kms (one-way) from their home to attend will be 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 @ \$0.57/km.
  - Ferry receipts required and to be submitted with Travel Claim
- **Accommodation**
  - Maximum of 3 nights' hotel accommodation at a rate no more than \$334/night.  
(Nights of April 7, 8 & 9)
  - Private accommodation of \$50/night for those staying with relatives or friends.
- **Meals and Miscellaneous**

- Maximum of (1) Lunch per diem on April 10
- Maximum of (3) Dinner per diem on April 8, 9 & 10
- Maximum of (3) Incidentals (per overnight stay)

**Important note:** Additional travel expenses because of **extraordinary travel circumstances** and **exceeding four hours travel time (each way)** must receive approval prior to the event to be considered for reimbursement. Submit request to [justiceforum@bcfnjc.com](mailto:justiceforum@bcfnjc.com).

## APPENDIX: Travel Expense Guide for Event Participants

### Purpose

This guide is to provide direction for expenses related to event participant travel to and from the BC First Nations Justice Forum. This guide is prepared to provide information on travel expenses that outline the specific criteria and allowances, meals, vehicle and air travel, accommodation, and administration for participants.

### 1.0 Criteria and Allowances for Travel Expenses

- 1.1 To be eligible for travel expense reimbursement, participants must be away from home with a minimum driving distance of 60km (each way).
- 1.2 With the use of a personal vehicle for travel, please include a Google Map with the number of km (as per map) that you are claiming. If you do not include a map, there may be a delay in processing your claim OR your mileage will be deducted from your claim.
- 1.3 Per Diem allowances may be claimed without receipts for meals, incidentals, mileage, and private non- commercial accommodation as set out in the table at the top of Page 3.
- 1.4 Expenses of a personal or private nature will not be reimbursed.

Maximum Travel Per Diem Allowances	
Meal Allowances:	
Breakfast	\$21.90
Lunch	\$22.15
Dinner	\$54.40
Full Day Meal Allowance	\$98.45
Incidental Allowance	\$17.30
Mileage Allowance	\$0.57/km
Private Non-commercial Accommodation Allowance	\$50.00

## 2.0 Meals

- 2.1 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.
- 2.2 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.
  - (d) 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.
- 2.3 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.

## 3.0 Vehicle Travel

- 3.1 Mileage will be verified using Google Maps & Directions as provided in your submission.
- 3.2 Departure and arrival address must be included to calculate round-trip mileage.
- 3.3 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 **economy** class air travel.
- 3.4 The participant may not include the distance travelled by ferry in eligible mileage. Participants must submit receipts for ferry expenses with the claim.

#### **4.0 Air Travel**

- 4.1 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.
- 4.2 Charges resulting from failure to cancel an airline reservation, or from an itinerary change due to personal preference, will not be reimbursed.

#### **5.0 Accommodation and Incidental Expenses**

- 5.1 Accommodation (hotel or private) stays are inclusive of event dates only and the night prior to the start of an event.
- 5.2 Charges resulting from failure to change or cancel a hotel reservation that is no longer needed will not be reimbursed or paid by the BCFNJC.
- 5.3 Incidental expenses are reimbursed for overnight stays only. Receipts are not required.
- 5.4 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 BCFNJC is unable to guarantee personal incidental charges on behalf of participants.
- 5.5 Administration of Travel Expenses
- 5.6 Participants must submit travel expense claims for reimbursement, no later than two (2) weeks or fourteen (14) calendar days following the end of the event in which the expenses were incurred. Claims submitted outside these time limits may not be honoured, result in an adjustment to the reimbursement amount, or unpaid claims will be returned to sender with a letter of explanation.

- 5.7 For the purposes of BC First Nations Justice Forum and further to the above statement,
- 5.8 travel expense claims must be submitted no later than Wednesday, April 24, 2024.
- 5.9 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.
- 5.10 The BCFNJC 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.