

Travel Policy 2018 Links to Learning

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 pre-approved delegates. 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 strictly guided by this policy and by Federal Government Treasury Board Rates.

1.2 All delegates should 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 of the Canada Line to and from the airport, then a taxicab to the hotel is less expensive than using a taxicab from the airport. The Canada Line (YVR Airport to Waterfront) runs every six-seven minutes - just follow the "Canada Line" directional signs at the airport to get to the train station.
- 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 The Westin Bayshore **WILL NOT** be reimbursed

1.3 You are required to book your accommodations at the Westin Bayshore 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 \$139 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 for additional information.

1.4 Eligible Expenses are as follows:

- a) Meals as appropriate and reasonable (no receipts needed to claim meals)
- b) Mileage as per expense claim form rates to a **maximum of the equivalent of airfare** at the lowest rate
- c) Airfare - lowest fare (**receipts required**)
- d) Parking, taxi, shuttle, 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 December 7, 2018**. Please ensure all receipts are included in your claim. Expense claims received any time after this deadline **will not** be processed.

Please submit expense claims via email or fax to:

Attention: Finance Department

Fax: (780) 429-7487

Email: jsanderson@edo.ca