

Travel Policy 2019 Links to Learning

One Economic Development Officer (EDO) and one Land Management Officer (LMO) from each First Nation in BC may apply to have their travel and participation costs 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 for the first 150 pre-approved delegates; and will be capped at \$850 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 reimbursements 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 is less expensive than using a taxicab. The Canada Line (YVR Airport to Waterfront) runs every 6-7 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 link](#); other accommodations **will not** be covered, and room upgrades will be ineligible for reimbursement. Links to Learning will cover your stay for up to 3 nights of accommodation at the rate of \$149 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 Information](#) page on Links to Learning website for additional information.
- 1.4 Eligible Expenses include:
 - 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 fare
 - 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 27, 2019**. 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