



**BCAFN/
FNHIC
Housing Forum
2024**

BCAFN-FNHIC 2024 Housing Forum Travel Policy

General Information

Eligible costs will be reimbursed upon submission of the BCAFN Travel Claim Form and confirmation of attendance at the BCAFN-FNHIC Housing Forum. This applies to BC First Nations community members and those affiliated with a First Nations governing body or organization.

Due to limited funding, travel support will be provided on a first-come, first-served basis and approach that ensures regional representation. There will be a notice on the registration page if all travel support funds have been allocated and are no longer available.

To be eligible for travel reimbursement, please indicate your First Nation, First Nation governing body or organization.

Please submit your travel claim no later than **December 7, 2024**.

Meal Allowances

We will provide meal allowances (where necessary and where meals are not already being provided) at the standard Treasury Board rates as follows:

Breakfast: \$24.90 Lunch: \$25.20 Dinner \$61.85 (if arriving home after 7pm).

Receipts are not required for meal allowances.

Accommodation

Accommodations can be provided for up to three nights (an additional night can be claimed depending on travel itinerary and travel distance from venue).

BCAFN has secured a room block at the Coast Kamloops Hotel & Conference Centre.

Guest Room Reservations must include full Guest(s) name(s), address and contact information, arrival and departure dates, number of people in room and payment method. All guests sharing accommodations must be indicated on the reservation at the time of booking. All reservations must be guaranteed to the individual. Individual call-in reservations can be made directly through the Hotel or through the toll-free reservations telephone line 800.663.1144. The group code CKH-GFC12163 or the BC ASSEMBLY OF FIRST NATIONS - DELEGATES must be quoted. The Hotel is not obligated to reserve rooms at the contracted rate unless callers specify that they are requesting reservations in connection with the Group. To qualify for the negotiated rate, all reservations must be received by the Hotel by the Guest Room Block Release/Cut-off Date of **MONDAY, OCTOBER 7, 2024**.

Guest rooms may be cancelled up to 4:00pm PST two days (48 hours) prior to the initial arrival date of the Guest Room reservation, without penalty (subject to Hotel's Attrition Policy).



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Cancellations after this point will be billed to the party which has guaranteed the reservation.

Transportation

If you intend to use your car to travel to the Forum, BCAFN will reimburse you the number of kilometres between your residence and the Coast Kamloops Hotel & Conference Centre at the current regional Treasury Board Rate (\$.585 /km). Please accompany your kilometres with a Google Map screenshot between your residence and the event location.

Any applicable parking, taxis or bus fare will also be reimbursed with a receipt.

Flight reimbursement eligibility will be based on your region (see below).

Lower Mainland, Vancouver Island and Southwest BC Residents

Including Surrey, White Rock, New Westminster, Coquitlam, Burnaby, Richmond, Vancouver, North Vancouver, West Vancouver, Abbotsford, Chilliwack, Merritt, Hope, Squamish, Whistler, Lillooet, Lytton.

Applicable meal allowances will be provided for up to two days of travel (subject to your itinerary).

Flights are reimbursable for up to \$500 per person for non-remote locations and up to \$700 for remote locations.

Interior BC and Southeast BC Residents (Excluding Kamloops)

Including Okanagan, Kootenay, Caribou (up to Williams Lake)

Applicable meal allowances will be provided for up to two days of travel (subject to your itinerary).

Flights are reimbursable up to \$500 per person.

Northern BC (North Central, Northwest and Northeast BC)

Applicable meal allowances will be provided for up to three days of travel (subject to your itinerary).

Flights are reimbursable up to \$750 per person for non-remote locations and up to \$950 for remote locations.

For any inquiries related to this travel policy, please contact Mobi Atolagbe, Housing Policy Analyst at mobi.atolagbe@bcfn.ca.