



Prince George Office



1004 Landooz Road,
Prince George, BC
V2K 5S3



Tel: (250) 962-1603
Fax: (250) 962-9552
Toll Free: 1-877-621-1603

Vancouver Office



Suite 1020-1200 W. 73rd Ave
Vancouver, BC
V6P 6G5



Tel: (778) 945-9911
Fax: (778) 945-9916
Toll Free: 1-833-381-7622

BCAFN Low-Carbon Transportation Forum Travel Policy PLEASE READ CAREFULLY

General Information

Eligible costs will be reimbursed upon submission of BCAFN's Travel Claim form and confirmation of attendance at the BCAFN Low-Carbon Transportation Forum for BC First Nations community members and individuals affiliated with a First Nations governing body. First Nations organizations and non-government organizations are ineligible to apply for travel reimbursement.

Due to limited funding, travel support will be provided on a first-come, first-served basis, based on time of registration. To be eligible for travel reimbursement, please indicate your First Nation or First Nation governing body you are employed with. **All registrants must receive an email confirmation from BCAFN, acknowledging their registration request for travel support, prior to proceeding with travel plans.**

Please submit your travel claim no later than **June 27, 2025**

Transportation

Flights, bus fare, ferry and taxi all require receipts for reimbursement. Travel by car will be expensed at Treasury Board Rates. Please accompany your kilometres with a Google Map screenshot between your residence and the event location. To minimize greenhouse gas emissions given the nature of this forum, we encourage participants to opt for the lowest-emission travel options available. We kindly ask you to carpool to reduce the environmental impact. **Should more than one Chief and one technician register from a First Nation and travel by car, only one individual will be eligible for car travel reimbursement.**

Accommodation

Accommodations can be provided for up to three nights. BCAFN will secure a room block and provide details once available. If the room block is no longer available, accommodations may be reimbursed up to \$175 per night at an alternative hotel or \$50 for private accommodation.

Meal Allowances

We will provide meal allowances (where necessary and where meals are not already being provided) at the standard Treasury Board rates. **Receipts are not required for meal allowances.**



www.bcafn.ca



events.bcafn.ca

Prince George Office

Ancestral, traditional and unceded territories of the Lheidli T'enneh

Vancouver Office

Ancestral, traditional and unceded territories of the X^mməθk^wəyəm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətat (Tsleil-Waututh)



Prince George Office



1004 Landooz Road,
Prince George, BC
V2K 5S3



Tel: (250) 962-1603
Fax: (250) 962-9552
Toll Free: 1-877-621-1603

Vancouver Office



Suite 1020-1200 W. 73rd Ave
Vancouver, BC
V6P 6G5



Tel: (778) 945-9911
Fax: (778) 945-9916
Toll Free: 1-833-381-7622

Travel Reimbursements including meals, incidentals, and transportation will be reviewed and approved based on travel itinerary and distance from the event location. Please see below for more information below on **maximum reimbursements** based on your region.

Please Note: Sharing transportation and accommodation is encouraged, where possible.

Maximum Reimbursement Eligibility by Region

Lower Mainland

Including Surrey, White Rock, New Westminster, Coquitlam, Burnaby, Richmond, Vancouver, North Vancouver, West Vancouver. Applicable meal allowances will be provided for up to three days of travel (subject to your itinerary).

Travel, accommodation, and meals can be claimed for up to \$1,000 per person (up to \$2,000 per First Nation)

Southwest BC Residents

Abbotsford, Chilliwack, Merritt, Hope, Squamish, Whistler, Lillooet, Lytton. Applicable meal allowances will be provided for up to three days of travel (subject to your itinerary).

Travel, accommodation, and meals can be claimed for up to \$1,100 per person (up to \$2,200 per First Nation)

Vancouver Island, Interior BC and Southeast BC Residents

Including all of Vancouver Island, Okanagan, Kootenay, Caribou (up to Williams Lake). Applicable meal allowances will be provided for up to three days of travel (subject to your itinerary).

Travel, accommodation, and meals can be claimed for up to \$1,200 per person (up to \$2,400 per First Nation)

Northern BC (North Central, Northwest and Northeast BC & Remote Areas)

Applicable meal allowances will be provided for up to three days of travel subject to your itinerary). Accommodations cannot be reimbursed for local residents.

Travel, accommodation, and meals can be claimed for up to \$1000 per person (up to \$2,000 per First Nation)



www.bcafn.ca



events.bcafn.ca

Prince George Office

Ancestral, traditional and unceded territories of the Lheidli T'enneh

Vancouver Office

Ancestral, traditional and unceded territories of the X^mməθk'əyəm (Musqueam), Skwxwú7mesh (Squamish) and səliilwətał (Tsleil-Waututh)