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BCAFN Travel Policy

2024 BC First Nations Climate Leadership Agenda: In-Person Regional Engagement Sessions.

General Information

Eligible costs will be reimbursed upon submission of BCAFN's Travel Claim form and confirmation of attendance at one of the following First Nations Climate Leadership Agenda In-Person Regional Engagement Sessions. To be eligible for travel reimbursement, please indicate your First Nation, First Nation governing body or organization.

Due to limited funding, travel support will be provided on a first-come, first-served basis. We request that you attend the engagement session closest to your home where possible. There will be a notice on the registration page if all travel support funds have been allocated and are no longer available.

BCAFN will provide a travel claim form within three days after each engagement session

Please submit your travel claim with a month of attending the engagement and no later than **August 3, 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: \$24.35 Lunch: \$24.65 Dinner \$60.45 (if arriving home after 7pm). **Receipts are not required for meal allowances.** Per diems will be allocated based on your travel itinerary and departure and arrival from your residence. Note: Breakfast and lunch will be provided at all of the engagement sessions.

Accommodation

Accommodation reimbursements will be provided for up to two nights and **must be booked and paid for by the participant or the respective First Nation or organization.** You will also be required to make a refundable deposit at the time of check-in.

Private stays are payable for \$50/night (no receipt or confirmation required). No room blocks have been created, but BCAFN suggests that you request the First Nations or government rate when booking your hotel room where possible. BCAFN will only reimburse you for the standard room rate booked within a reasonable proximity to the respective engagement session venue unless approved in writing by BCAFN.



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), Sḵwxwú7mesh (Squamish) and səilwətat (Tsleil-Waututh)

Transportation

If you intend to use your car to travel to the engagement sessions, BCAFN will reimburse you the number of kilometres between your residence and the engagement session venue at the current regional Treasury Board Rate (\$.58 /km) up to a maximum of \$800.

Please accompany your kilometres with a Google Map screenshot between your residence and the event location.

Any applicable parking, taxi's or bus fare will be subject to approval by BCAFN and only will be reimbursed with a receipt.

Flight reimbursement eligibility will be reimbursed based on your region and distance from the engagement session venue (see below).

Flights are not reimbursable if you live within **200 kilometers** of the engagement session. However, mileage, taxi's, bus fare, and/or ferry receipts are reimbursable.

Flights are reimbursable up to \$600 per person if you live between **200 to 600 kilometers** from the engagement venue.

Flights are reimbursable up to \$800 per person if you live more than **600 kilometers** from the engagement venue.

We understand that some people may live in remote areas that may require additional travel and expenses. Please get in touch with BCAFN for any additional transportation expenses that exceed what is outlined in this Travel Policy. Any additional expenses must be pre-approved by the BCAFN.

For any inquiries related to the BCAFN Travel Policy, please contact Joanna Prince at joanna.prince@bcfn.ca or Kristi Denby at kristi.denby@bcfn.ca