



FIRST NATIONS EDUCATION STEERING COMMITTEE SOCIETY (FNESC)  
 FIRST NATIONS SCHOOLS ASSOCIATION (FNSEA)  
 INDIGENOUS ADULT AND HIGHER LEARNING ASSOCIATION (IAHLA)  
 113-100 Park Royal South, West Vancouver, BC V7T 1A2  
 Phone (604) 925-6087 \* Fax (604) 925-6097 \* Toll Free 1-877-422-3672



## TRAVEL CLAIM

EVENT DATE \_\_\_\_\_ (e.g. 16-17JUL15)      EVENT NUMBER /EVENT NAME /or PURPOSE OF MEETING \_\_\_\_\_ (e.g. FN Languages Conference)

PARTICIPANT \_\_\_\_\_ (Legal First Name / Last Name)

E-MAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

MAKE CHEQUE PAYABLE TO: \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY/PROVINCE \_\_\_\_\_, BC      POSTAL CODE \_\_\_\_\_

DETAILS					Total Invoice Amount	GST	FOR OFFICE USE ONLY	
ACCOMMODATION	<i>(No show on guaranteed hotel booking will be billed to guest)</i>	Hotel Block Rate/ Night	\$ 178.00 + tax	<i>(applicable taxes and fees included; note that this is the maximum reimbursable amount per night)</i>				
				# of Night(s)	Parking Total			
		*Hotel (Receipt #1)	\$ _____	X	+	\$ _____	\$ _____	
		*Hotel (Receipt #2)	\$ _____	X	+	\$ _____	\$ _____	
		Private Accom.	\$ _____	X	\$ _____	\$ _____		
TRANSPORTATION	<i>(Itemize if more than one receipt)</i>	*Airfare /Baggage Fee	\$ _____	+	+	\$ _____	\$ _____	
		*Car Rental /Gas	\$ _____	+	+	\$ _____	\$ _____	
		*Ferry/Taxi/Bus	\$ _____	+	+	\$ _____	\$ _____	
		*Parking/Toll	\$ _____	+	+	\$ _____	\$ _____	
		Private Automobile	\$ _____	X		(Total KM)	\$ _____	\$ _____
MEAL / INCIDENTAL	<i>(Do not claim allowance if meal is provided at the meeting)</i>	Breakfast	\$ _____	X		\$ _____		
		Lunch	\$ _____	X		\$ _____		
		Dinner	\$ _____	X		\$ _____		
		Incidentals - Daily	\$ _____	X		\$ _____		
<b>TOTAL CLAIM AMOUNT</b>					\$ _____	\$ _____		

REMINDER	Original receipts are required for these * items. Completed travel claim due by _____	
NOTES		Number of hotel night(s) direct billed to FNESC, if any
SUBMITTED BY	_____	DATE _____

FOR OFFICE USE ONLY		
CODE	_____	APPROVED BY PROGRAM MANAGER _____



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## FINANCIAL MANAGEMENT POLICIES AND PROCEDURES MANUAL - IV. TRAVEL CLAIM POLICY

### **1 General**

- a All travel expense claim forms must be submitted within 30 days of the event for which they are being claimed.
- b During Board meetings, two attendance sheets will be circulated, one first thing in the morning and one at 3pm in the afternoon. Board member travel will be fully reimbursed only to those Board members who sign the attendance sheet, which will be circulated at 3pm on the day of the Board meeting. If a Board member signs the morning attendance sheet but not the afternoon attendance sheet they will be reimbursed for 50% of their travel costs only.
- c During all meetings for which FNESC requires attendance, travel reimbursement will only be made in full, if the participant attends for the duration of the meeting. If a participant only attends for part of the meeting only partial reimbursement may be forthcoming.
- d Individuals are responsible for making their own travel arrangements.
- e Travel arrangements must result in the most economical use of resources.
- f An individual's expense claim form must include the appropriate receipts, where required, the purpose of the trip and the details included on the expense claim form. The individual must verify that they have not claimed the expenses through another organization, or received a travel advance.
- g Bands, councils or schools claiming reimbursements for their members or representatives may submit photocopies of the receipts verification that they have retained the originals.
- h Charge card slips will not normally be acceptable as they do not provide sufficient information for auditing purposes.
- i Claims will be reviewed by the appropriate department and adjustments will be made to bring them in-line with policies prior to cheques being issued.
- l The Society travel rates will be aligned with the Federal Government rates and updated as the Federal rates change.

### **2 Travel by Automobile**

- a Actual return mileage will be reimbursed, at the rate established by the Treasury Board of Canada from time to time, unless it exceeds the cost of economy air fare, then only the amount equivalent to air fare and ground transportation will be reimbursed.
- b Expense claims must include the point of origin and the destination as well as the actual kilometers.

### **3 Meal Allowances**

Breakfasts, lunches and dinners will be reimbursed at the Society rates indicated on the claim form and do not require receipts. However, the full allowance amount cannot be claimed if:

- a meals are provided at the meeting
- b there is only a partial day's travel
- c a meal is paid for by FNESC staff or executive.

### **4 Accommodations**

- a Only the most reasonable single hotel rates will apply, unless more than one FNESC representative is sharing the room. When a family member or other persons accompany a representative, they are responsible for the additional charges. Original receipts are required.
- b If FNESC guarantees a room and the individual does not show up and does not cancel the room, they will be billed for it.

### **5 Vehicle Rentals**

- a All rentals should be for non-luxury, intermediate-size or smaller cars, unless four or more people are traveling together. FNESC will reimburse the cost of rental cars including mileage or the per kilometer rate, but not both.

### **6 The following expenses are not permitted:**

- a Alcohol
- b Interest charges on outstanding credit card balances
- c Honorariums, mini bar charges, hotel pay movies, excursions, or similar items
- d Travel expenses for family members
- e Laundry and dry cleaning
- f Costs resulting from failure to cancel a guaranteed reservation
- g Parking fines and traffic fines
- h Excess personal baggage
- i Any personal travel, or personal travel expenses that are an extension of a FNESC related trip that are either personal or related to business or committee meeting
- g Telephone and fax charges not related to FNESC business
- k Expenses for meetings when the representative did not attend the meeting
- l Childcare