

32 v. October 02, 2026

Travel Claim Guidelines

1. General

- a. All travel claims must be submitted within 30 days of the event for which they are being claimed.
- b. If an event sign-in sheet is provided, participants must have been signed in to be eligible for travel reimbursement.
- c. Full travel reimbursement will only be made if the participant attends for the duration of the meeting. If a participant only attends part of the meeting, they may only be eligible for partial reimbursement.
- d. Original detailed receipts are required for hotel accommodation, airfare, baggage, taxi, ride app, transit, ferry, water taxi and parking. Credit card transaction records may not be sufficient for any expenses other than taxi.
- e. First Nations and organizations claiming reimbursements for their members or representatives may submit photocopies of the receipts but are expected to retain the originals.
- f. Gratuities will only be reimbursed for taxis and ride apps, and only to a maximum of 15%.
- g. There is a limit of one travel claim per participant, per event. A separate travel claim must be submitted for each participant.
- h. Participants are encouraged to book travel and accommodation directly given the increased costs of booking through a third-party such as a travel agent.
- i. FNEC will not reimburse expenses claimed that do not align with our policies.
- j. FNEC will reimburse previously incurred travel expenses in the circumstance that FNEC cancels or reschedules an event.

2. Accommodation

- a. Participants will only be reimbursed up to the negotiated room rate. A detailed hotel receipt is required.
- b. FNEC is not responsible for charges related to no-shows and late cancellation of rooms.

3. Incidentals

- a. One incidental amount can be claimed for each night of accommodation.

4. Flights

- a. The cost of the following airfare types is reimbursable.
 - i. Air Canada: up to Flex
 - ii. WestJet: up to EconoFlex
 - iii. Pacific Coastal Airlines: up to Classic
 - iv. HarbourAir: up to Comfort
 - v. Seair: up to Classic
- b. Fees for seat selection and one piece of checked luggage are reimbursable if not included in the airfare.
- c. FNEC will not reimburse flight cancellation or change fees unless there are exceptional circumstances (e.g., medical emergencies, bereavement).

5. Automobiles

- a. Mileage will be reimbursed at the rate listed on the distributed travel claim form unless it exceeds the cost of eligible airfare, in which case the amount equivalent to eligible airfare will be reimbursed.
- b. FNEC will not reimburse vehicle rentals unless participants have received written pre-approval from FNEC. Attach the approval to the claim.
- c. Valet parking is not reimbursable.

6. Meal Allowances

- a. Breakfasts, lunches and dinners will be reimbursed at the rates indicated on the distributed claim form and do not require receipts.
- b. Participants will not be reimbursed for meals provided at the event.
- c. Cut-off times for meal allowances apply. Participants are eligible for meal allowances if 1. Breakfast: travel begins before 7:00am 2. Lunch: travel begins before 12:00pm or travel ends after 1:00pm 3. Dinner: travel ends after 6:00pm.

7. Travel Claim Submission

- a. Participants with paper receipts must submit the claim with receipts by mail to FNEC to **First Nations Education Steering Committee, #113-100 Park Royal South, West Vancouver, BC V7T 1A2**.
- b. Participants with only e-receipts may submit the claim with e-receipts by email to travelclaims@fnesc.ca.

8. FNEC Electronic Payment Request

- a. To sign up for Electronic Funds Transfer (EFT), scan the QR code or visit <https://survey.alchemer.ca/s/50449465/FNEC-Electronic-Payment-Request-Form>. EFT is a safe and convenient way to deposit funds directly into your bank account, as well as an eco-friendly and cost-effective alternative to cheques.