



Caring for First Nations Children Society

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URGENT

To: First Nations Child and Family Service Agencies
From: Linda Lucas, Executive Director, CFNCS
Date: August 11/2011
Re: CFNCS Travel Reimbursement Policy

CFNCS requires travel claims to be returned within **30 days of travel**. Under recommendation of our partners, if CFNCS does not receive the claims within **30 days of travel** your agency will hereby waive their right to be reimbursed. **Extensions will only be granted where the travelling party has made express arrangements with the finance department at CFNCS in writing and in advance of the expiry of the 30 day claim period.**

CFNCS follows BC Provincial Government standards in reimbursing for travel. Travel reimbursement is based on the most cost efficient mode of travel. As per Government auditing requirements your claim must include all **original receipts** for hotels, taxi, vehicle rentals, ferry charges, air fare etc. Receipts are not required for mileage and meals.

We cannot reimburse a faxed or photocopied claim – these will be returned to you. Reimbursement policy requires that we have the original receipt to reimburse for the travel.

CFNCS Travel Reimbursement Policy

HST	PARKING	BC FERRY	GAS	Private Residence
We DO NOT reimburse for HST charges; your agency can include these amounts on their HST Rebate applications	Regular parking charges only NOT Valet Parking (unless eligible for Disability Parking Status)	Reimbursement for the Vehicle and one Adult both ways	Reimbursement only on vehicle rentals	Accommodations in a Private home: \$30.00 per day

1. Meal/Per Diem Allowance

We can only cover meals during travel times; i.e. if your departure from your home or agency marshalling point occurs prior to 6.00 pm the night before the event, we will reimburse a dinner allowance. On the last day of the meeting, we will reimburse a dinner allowance only if you will arrive home after 6:00 pm.

We will reimburse for Breakfast, Lunch and Dinner during meetings days unless a meal is offered.

Full Day	Breakfast only	Lunch only	Dinner Only	B&L only	L&D only	B&D only
\$47.00	\$11.50	\$13.25	\$22.25	\$24.75	\$35.50	\$33.75

Where meals are provided **NO** claim can be made for that meal (e.g. Partnership Meeting).

2. Private Vehicle Allowance

The Society will reimburse for private vehicle use at the rate of \$.50 per km, and we cannot cover valet parking.

3. Vehicle Rental Allowance

The Mileage/Km allowance does not apply when using rental vehicles. Where rental of a vehicle is proveably the most cost-effective transportation, the rental cost (base rental plus fixed mileage charge), exclusive of additional insurance cost, and cost of fuel, supported by receipts, will be reimbursed. However, rental of a vehicle for in-city and/or personal driving in a community which offers alternative transportation, ie taxi or bus, will not be reimbursable.

4. Accommodation Allowance

You have to show your “Non Employee Travel Authorization Letter” to use the Government Rates at all hotels. You will receive a new letter every fiscal year.

The business travel guide (<http://www.pss.gov.bc.ca/csa/categories/accommodation/search/>)

lists British Columbia hotels that offer accommodation at discounted Provincial Government rates while on travel status. Reimbursement for accommodation expenses is based on Provincial Government rates.

If the traveler elects to stay in a private residence, the daily allowance is \$ 30.00 per night.

What we will cover:

- Single Room and Regular Parking if needed. (**We do not reimburse for HST**)
- Charges that will **NOT** be covered include internet, movies, phone charges, tips, phone calls, late checkout, additional guests, room or bed upgrades etc).

5. Airfare

Flights are eligible costs, as are taxi costs to/from airports and/or hotels or parking charges if you leave your car at the airport, providing it is more economical than a taxi.