

## Travel Expense Reimbursement

**These guidelines apply to all Guiding members (Girls, Youth Members, Guiders and Staff) traveling for the purpose of attending meetings and events on behalf of BC Council or BC Guiding.**

**There is an expectation that, whenever possible, Guiders be financially prudent and be aware that they are using money raised from cookies sales.**

### Meals

If travel is required over a meal hour, providing that refreshments have not/will not be covered during the event/meeting.

Alcohol will not be reimbursed.

Reimbursements for meals while traveling to and from the event may be submitted at the following rates:

Actual cost of meal up to a maximum daily rate of \$70.

\* \$20 for breakfast

\* \$20 for lunch.

\* \$30 for dinner.

Including GST and gratuity up to a maximum of 15%.

### Events Meals

There is no reimbursement for meal expenses during the event.

Reimbursements for meals while traveling to and from the event may be paid based on the Event information sheet.

**Travel reimbursement should always be by the most cost efficient means, unless there are extenuating circumstances.**

### Mileage

Mileage will be reimbursed at a maximum of \$ 0.50 kilometer from home location(s) to event venue.

Taxicab – Please use public transit whenever possible to reduce travel expenses. Taxi expenses must be accompanied with an explanation of the extenuating circumstance.



### **Rental vehicle/special vehicle**

Only on prior written approval (please submit a request to the event coordinator).

### **Public transit current rates**

Reimbursement is based on one-way fares.

### **Pacific Coach Lines (PCL) or Greyhound – current fare rates**

#### **Airfare**

Economy – GGC will not pay for flight changes, upgrades, insurance, and seat selection costs.

Airport parking (from home to nearest airport).

**Airfare or Mileage; whenever possible, the most economical means of transportation should be used.**

Baggage fee for one item.

If cost of the flight is less than mileage, BC Council will reimburse just for the airfare cost.

If you want to come by car instead of flight, you should have a copy of the cost of flight at that date (quoted on later than 30 days prior) and have a pre-approval for reimburse cost of mileage.

#### **Ferry**

Walk-on fare – current BC Ferries rates.

Vehicle reimbursement – current BC Ferries rates (vehicle not to exceed 7' high, up to 20' long).

Vehicle reservations are permitted, especially for time management purposes.

#### **Accommodation**

Overnight accommodation will be paid for a standard room in a mid-range priced hotel/motel. It is expected that accommodation will be shared whenever possible.

Hotel parking allowed.

#### **Family Care Assistance (Receipts required)**

Assistance up to maximum of \$60 per day for dependent children and/or adults for whom you are the primary caregiver. Prior approval from event coordinator needed.



## **Request for Advance**

An advance may be requested by filling the "Request for advance" form. Please allow at least three (3) weeks before expected receipt of cheque.

GGC credit card usage at Area levels preferred.

Pre-approval needed...or see your Area Council.

## **Donations**

Volunteers wishing to reimburse all or part of their expenses as a tax deductible donation may do so by writing a personal cheque for the same amount of the expenses payable to Girl Guides of Canada- BC Council. GGC- BC will issue you a refund cheque for your expenses and an official income tax receipt.

## **Approval**

All of Committee meeting travel and non-travel claims and also Event non travel claim should be approved by the committee adviser or a signer designated by the committee adviser. The committee adviser reimbursement claim be should approved by one level higher.

All travel expense claims for the purpose of traveling to events, workshops and or conferences are approved by a signing authority designated by the finance committee except under extenuating circumstances.

**Expense claims must be submitted to the Provincial Office 45 days after the expense has been incurred.**

**Members are encouraged to use their GGCBC credit cards, providing they have one, to pay for GGC expenses.**