

## POLICY FOR TRAVEL EXPENSE CLAIMS

The First Nations Summit is subject to public accountability and review and has a limited budget. Great care will be exercised before approval of any expense claim to ensure that all incurred expenses are accurate, reasonable, and accountable.

- 1) 'Original' receipts are necessary for reimbursement on accommodations, travel (excluding mileage), taxi, vehicle rental and any additional claims not listed in #5. All receipts must be dated to be valid. NO RECEIPT, NO REIMBURSEMENT. THIS IS ENFORCED. Please staple your receipts to your claim before mailing them as we will not be responsible for lost receipts.
- 2) Only economy fares will be reimbursed for travel. Airfare receipts must include boarding passes (return also) to be acceptable for reimbursement. If only one way is submitted, then only one way will be reimbursed. Charges for flight change are not reimbursable by the Summit unless there is a reasonable explanation.
- 3) Only undersize vehicle charges will be reimbursed for ferry travel. For those travelling by ferry, do not include ferry kilometers when calculating distance.
- 4) Photocopied receipts and faxed travel claims will not be processed until the originals are received by mail.
- 5) Receipts are not necessary for meals, incidentals, private accommodations, and mileage. Daily meals and incidentals can be claimed for up to 5 days. Incidentals are claimable during overnight stays only. Please do not include meal receipts.
- 6) Vehicle rentals can be claimed for meeting dates plus one day at a maximum of \$60.00 per day. This daily rate includes taxes and insurance. Some meetings will not reimburse for rentals, in this case, vehicle rental will be removed from claim form.
- 7)
- 8) The maximum allowance for hotel stays is one extra day plus meeting dates (this depends on travel options and air travel availability). The original hotel receipt must be attached for proof of stay and must show a breakdown in expenses charged. The seasonal rates are:
  - a) High Season (May-September) \$300.00-excluding GST.
  - b) Low Season (October-April) \$200.00-excluding GST.
- 9) All receipts must show a breakdown of charges. Credit or debit card purchase slips are not acceptable unless accompanied with original detailed receipts. Credit card payments must have original backup receipts.

- 10) Effective January 1, 2011, GST will be deducted from all travel receipts. First Nations and Tribal Councils should claim the GST through Canada Customs and Revenue Agency. This policy will also apply to First Nation organizations. If you require original receipts for GST rebate purposes, we will return the original receipts upon request.
- 11) If the "official delegate" opts for travelling by vehicle to meeting location, the mileage will be reimbursed to the maximum of the equivalent airfare. The lesser cost will prevail. If travelling long distance by vehicle the extra hotel costs and meals are the responsibility of the teller. This policy is for meetings where Band & Tribal Council attendance is required at Summit meetings.
- 12) To calculate kilometers, there are sites i.e., Bing and Google Maps online that are great tools.
- 13) Deadline for travel expense submissions is 30 working days after meeting dates. The deadline date is noted at the top of every travel claim form. This policy is necessary for budget purposes. This policy is strictly ENFORCED with NO EXCEPTIONS.
- 14) Only First Nation Bands and Tribal Councils are reimbursed for attendance of their "official delegate" at Summit meetings. The "Official delegate" must register daily to receive reimbursement for all meeting dates. i.e., if a delegate fails to register on Day One, that day of expenses will be deducted from total reimbursement. Organizations are reimbursed only if delegate is officially representing and registering as a Band representative.
- 15) All cheques are made payable to your First Nation, Tribal Council, or organization. Without the authorization from your organization, cheques will not be paid directly to the "official delegate". The "official delegate" must provide our office with an authorization letter on company letterhead and signed by authorized personnel to have payment in their name. A copy of the payee's letter will be forwarded to the First Nation they represented at Summit meetings.
- 16) Travel claim forms are not available until the last day of each Summit meeting.
- 17) If the above procedures are not followed when submitting travel claims, then: a) unpaid claim(s) will be returned to sender with a letter of explanation, or b) there will be an adjustment to the reimbursement amount.
- 18) Please mail your claim to Suite 1200-100 Park Royal South, West Vancouver, BC V7T 1A2 – Attention: Finance Department.