

## 2021 TRAVEL EXPENSES POLICY

The British Columbia Institute of Agrologists (BCIA) will reimburse or pay reasonable expenses for staff, Councillors, or committee members travel on authorized BCIA business. Expenses will be reimbursed as per the guidelines below. The CEO/Registrar should be consulted on arrangements that do not fall within these guidelines. Council, committee members and staff are expected to travel in a manner that considers economy and efficiency for the BCIA and their safety. The rates in this policy are guided by the Level 2 category, *BC Government Travel Expense Policy*.

### PER DIEMS

Meals are paid on a per diem basis, and receipts are not required. Meals provided by or as part of a meeting, workshop or conference, cannot be claimed. Per diem rates shall be at the historical rates used by BCIA or in accordance with the then-current Government of British Columbia per diem rates for provincial or national travel whichever amount is higher, and the Government of Canada per diem rates for international travel.

### ACCOMMODATION

To ensure that BCIA receives the best corporate rate, all required hotel reservations for BCIA Council and committee members will be booked by the BCIA staff. Hotels to be used may change due to rates and seasonal availability. Private residence accommodation will be reimbursed at \$34.00/night.

Where a Council or committee member chooses to stay in hotel accommodation other than that arranged by the BCIA staff, the amount reimbursed will not exceed the amount for BCIA-arranged accommodation. A receipt must be provided; otherwise, private accommodation rates will apply.

### AIR TRAVEL

Air travel should be booked early to ensure the best available fares. Discount fares without restrictions are preferred. Where unavoidable changes have to be made to discount fares, BCIA will reimburse change fees. Air travel is expected to be direct and with reasonable departure/arrival times. If a fare is only available at a very expensive rate, Council and committee members must consult with the CEO/Registrar before booking.

### MILEAGE

For vehicle mileage in lieu of airfare, please consult the "In Lieu" section below. Mileage will be reimbursed at the then-current Government of British Columbia mileage rates. Mileage and associated expenses will not be reimbursed in excess of the established airfare and associated expense rate regularly updated by staff and available on request.

### GROUND TRANSPORTATION

Travel between airport/bus/train stations and the destination will be reimbursed with mileage, rideshares such as Uber or Lyft, airport bus or rental car being preferred however claims for taxi

costs will be reimbursed when other more economical means of transportation are unavailable or unsuitable.

### **DEPENDANT CARE ALLOWANCE**

BCIA will provide a dependant care allowance of \$35 per dependant per day for staff, Council, and committee members required to be away from home to attend to BCIA business and hire someone to provide care for their children and/or dependants.

### **IN LIEU**

Recognizing that Council, committee members and staff may travel in conjunction with other professional or personal activities, and coordinating such travel with BCIA travel may be beneficial in both cost and time, BCIA will reimburse travel on an “in lieu” basis. “In lieu” travel costs provide for reimbursement of travel costs to the total amount of “normal” travel as if the claimant travelled from their residence to conduct BCIA business that is eligible for travel reimbursement. “Normal” travel includes costs for meals, mileage or taxi/rideshare, airfare and dependant care allowance as if the claimant had left their residence, travelled by air to conduct BCIA business and returned home immediately. Accommodation will be reimbursed at the private accommodation rate or BCIA hotel rate (if a hotel was utilized). In lieu reimbursement will not be provided for costs that have or will be paid on behalf of the claimant by another organization or employer.

This policy intends to provide staff, Council and committee members guidance in arranging travel that is consistent with the responsibility of BCIA to reimburse staff, Council, and committee members and staff for reasonable expenses while providing for travel flexibility in an economical, expedient and convenient manner. BCIA appreciates the arrangement of travel to reduce costs borne by BCIA. The CEO/Registrar can be consulted for arrangements not anticipated by this policy.

### **ADVANCE PAYMENT OF EXPENSES**

To assist staff, Councillors and committee members who do not have or wish not to use their personal credit cards BCIA will provide an advance payment of expenses to be incurred to a maximum of 75% of the total amount submitted via a BCIA expense claim form which must be approved **prior** to the advance payment by the CEO/Registrar for staff and committee members; and by the Treasurer for Councillors and the CEO/Registrar. A final expense claim form, with receipts attached where required, must be submitted to BCIA within 14 days of the return from the respective travel with a final reconciliation of the respective expenses owed to either BCIA or the claimant within 30 days of the submission of the final expense claim form.

### **OTHER**

Personal expenses, such as telephone calls and laundry, etc., are included in the incidental rate listed on the expense claim form that may be claimed when at least one overnight expense is included.

All per diem and reimbursable expenses must be submitted on a BCIA expense claim form with appropriate receipts or invoices attached. Please email [seija.laukkanen@bcia.com](mailto:seija.laukkanen@bcia.com) for the expense form.