



boabc

Serving the Province of British Columbia for over 50 years

TITLE: EXPENSE CLAIMS

2.1

DATE APPROVED: April 22, 2007

SIGNED: Frankie Victor (Secretary)

DATE AMENDED: January 23, 2016

DATE AMENDED: September 17, 2016

DATE AMENDED: March 9, 2021

DATE AMENDED: April 28, 2022

POLICY:

The purpose of this policy is to set out the expenses, which may be claimed by Executive members for the purpose of attending Executive meetings. *Refer also to Policy 6.5 pertaining to Alternate Zone Directors.*

Travel:

- (1) Economy class air travel is the normal method of transportation except for short trips or where the use of a private vehicle is more economical.
- (2) Air travel arrangements are to be made far enough in advance of a meeting, where possible, to take advantage of any discounts available. Where a discounted fare is obtained, trip cancellation insurance should be considered, and the cost of such coverage may be claimed as a travel expense.
- (3) Where traveling by private vehicle is not more economical than air travel, the maximum amount payable for the use of a private vehicle (including extra meal or accommodation expenses attributed to the use of the vehicle), shall be the applicable economy air fare, plus related ground transportation costs.
- (4) Where an individual travels on an Association business using their own vehicle, the rate will be determined according to the [Canada Revenue Agency](#) mileage rate for that year.
- (5) Taxi, airport shuttle, car rental, ferry and parking may be claimed, provided they are appropriately justified. Claims in excess of \$10.00 per day *must* be supported by receipts.

Accommodation:

- (1) Claims for commercial accommodation must be supported by receipts. Hotel/Motel costs shall include business telephone charges and only emergency personal calls will be reimbursed.
- (2) If a government rate is available, the Executive Member shall ensure that this rate is applied at the time of registration.
- (3) Where an Executive Member makes private arrangements for overnight accommodation, rather than staying in commercial accommodation, an amount of \$30.00 per night may be claimed without receipts.

Meals & Incidentals:

- (1) For each full calendar day on travel status, an Executive Member may claim a composite allowance of \$80.00.
- (2) Where a full calendar day is not involved, an Executive member is entitled to claim as follows:

Breakfast	\$15.00
Lunch.	\$20.00
Dinner	\$35.00
Incidentals	\$10.00

TOTAL..... \$80.00

Claims:

- (1) Claims for expenses shall be made out on the appropriate BOABC Expense Claim form, as amended from time to time.
- (2) There shall be no pyramiding of any travel or related expenses.

Executive Committee Meetings Held in Conjunction with an Annual Conference:

In the case of an Executive Meeting held in conjunction with the annual conference, members of the Executive Committee shall be entitled to be re-imbursed for travel expenses and the necessary accommodation in accordance with the provisions of this policy. Executive Committee members who attend any education sessions at the conference must pay the cost of registration.

POLICY OBJECTIVE:

To ensure that those Executive Members who must travel to attend Association Executive meetings can do so without incurring additional expenses to their employers.

POLICY JUSTIFICATION:

It is important for Executive Members to attend the minimum scheduled Executive meetings at no additional cost to their employers. Most employers are already contributing staff time but should not incur additional expenses.