



## Travel Expense Policy

IslandLink intends to ensure fair and equitable reimbursement of travel costs and other expenses incurred in connection with meetings, training events and other activities associated with our organization while promoting economy and efficiency. Events and activities for which reimbursement will be paid must be included within an approved annual budget or otherwise be approved in advance by the Treasurer and/ or the Manager.

### RULES

1. Maximum amounts for travel, meals and accommodation will be at the rates paid by the BC Government or as determined by the Board. The current rates are attached to this policy. Rates will be reviewed annually at January 1<sup>st</sup>.
2. Air travel reimbursement will be the lesser of actual costs or economy class travel booked promptly following the time the commitment to travel becomes known.
3. Mileage rates for vehicle use include all vehicle costs such as gas, maintenance and insurance. Mileage rates will not exceed the cost of economy class airfare, where available.
4. Carpooling is encouraged where feasible.
5. Reimbursement for travel between member libraries' communities will be based on the attached IslandLink Mileage Chart.
6. Individuals using their own vehicles for IslandLink business are responsible for carrying adequate insurance coverage for such usage. IslandLink makes no commitment to place or maintain insurance coverage for such usage.
7. Receipts are required for meals, ferry charges, road and bridge tolls, inter-city bus, taxi, parking, and train and plane fares.
8. Accommodation rates will be reimbursed at the receipted amount or the maximum stipulated rate, whichever is less.
9. Meals will be reimbursed at the receipted amount or the maximum stipulated rate, whichever is less. Alcoholic beverages are not a reimbursable expense.
10. While actively travelling, only necessary meals will be reimbursed. Breakfast on the day of departure will not be reimbursed. Dinner on the day of return, will not be reimbursed unless distance travelled prevents return home by 7:00 pm. (must be approved by the Manager and/or Treasurer)

11. Billeting with family and friends is encouraged and will be reimbursed at a rate of \$60.00/night's stay, inclusive of accommodation and meals. If billeting, meals required while actively travelling will be reimbursed as per Article 9.

12. Other expenses or circumstances not specifically covered by this Policy will be reimbursed at the discretion of the Manager and/or Treasurer. Pre-approval is required.

**Reimbursement Rates**

**Accommodation:**

High-Season \$135.00 [including taxes]

Low-Season \$120.00 [including taxes]

**Mileage:**

\$.55/km

**IslandLink Mileage Chart (One-way distances)**

Alert Bay - Victoria	460 km
Alert Bay - Powell River	251 km
Alert Bay - Ganges, Salt Spring Island	403 km
Nanaimo - Victoria	116 km
Nanaimo – Powell River	115 km
Nanaimo – Ganges, Salt Spring Island	61 km
Nanaimo – Alert Bay	345 km
Powell River - Victoria	229 km
Powell River - Ganges, Salt Spring Island	170 km
Ganges, Salt Spring Island - Victoria	46 km

**Meal/Per Diem Allowances**

Full Day	Breakfast Only	Lunch Only	Dinner Only	B&L Only	L&D Only	B&D Only
<b>\$51.00</b>	<b>\$12.25</b>	<b>\$14.25</b>	<b>\$24.50</b>	<b>\$26.50</b>	<b>\$38.75</b>	<b>\$36.75</b>