



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 (https://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/appendix_1_travel_allowances.pdf) or as determined by the Board. Rates will be reviewed annually **April 1st**.
2. Individuals booking their own accommodation should be mindful of expenses and choose economical options where possible
3. Air travel reimbursement will be the lesser of actual costs or economy class travel, which is booked promptly following the time the commitment to travel becomes known.
4. 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.
5. Carpooling is encouraged where feasible.
6. Reimbursement for travel between member libraries' communities will be based on the attached IslandLink Mileage Chart.
7. Individuals using their own vehicles for IslandLink business are responsible for carrying adequate insurance coverage for such usage.
8. Meals will be reimbursed at the receipted amount or the maximum stipulated rate, whichever is less. Alcoholic beverages are not a reimbursable expense.
9. While actively travelling, only necessary meals will be reimbursed.
10. 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.
11. 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.

12. Receipts are required

Reimbursement Rates

Mileage:

\$.61/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 Allowances

Breakfast \$25.75
Lunch \$25.75
Dinner \$35.50

Per Diem \$64.75