



CITIZEN TRAVEL POLICY

Purpose

This policy replaces “*Toquaht Nation People’s Assembly Travel Policy*”.

The purpose of this policy is to encourage and support citizen participation in Toquaht Nation Government governance and business and to ensure equitable reimbursement of travel expenses for Toquaht Nation citizens who are attending pre-approved Toquaht business or events.

Scope

This policy applies to travel expenses for eligible Toquaht Nation citizens who are travelling to a pre-approved Toquaht event. At the Director of Operations’ discretion, the policy may apply to travel expenses to attend all in-person People’s Assemblies, community gatherings and events, or meetings, as determined on a case-by-case basis.

Eligibility

An eligible individual is:

- a registered citizen of the Toquaht Nation, as per the *Toquaht Nation Citizenship Act*, who is at least 18 years of age

OR

- if appropriate and on a case-by-case basis, at the discretion of the Director of Operations, a guardian of a registered Toquaht child under the age of 18. Toquaht may require proof of guardianship.

A citizen is eligible to apply for reimbursement of travel expenses for the purpose of attending an approved Toquaht event if:

- a. They live more than 30 kilometres away from the location of an approved event.
- b. They are the driver and/or owner of the vehicle that transports themselves and/or other Toquaht Nation citizens to an approved event.
- c. They are not able to drive themselves and arrange for a driver to take them to the event.
- d. Only one Toquaht Nation citizen per vehicle is eligible to apply for reimbursement of mileage expenses.

Approved Expenses

All requests for reimbursement will be processed after the travel is completed.



Mileage

Mileage is only covered for travel on Vancouver Island. Mileage rates are described in Schedule A. Citizens living off Vancouver Island cannot apply for travel expenses to Vancouver Island except for ferry costs.

Distance is calculated based on the physical location of the event and:

- a. The Toquaht Nation citizen's place of residence if residence is on Vancouver Island; or
- b. The Toquaht Nation citizen's place of arrival on Vancouver Island.
- c. Distance is calculated based on Schedule A of this policy and not from the citizen's physical home.

Ferries

Citizen may apply for ferry costs for traveling to Vancouver Island including ferries from the Lower Mainland (Vancouver and Tsawwassen), Islands surrounding Vancouver Island, and Port Angeles. Citizens must submit receipts to be eligible for reimbursement.

Meals

Where meals are provided without charge, no claim can be made.

Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status can be claimed. Meal rates are included in Schedule A and only cover time traveling on Vancouver Island.

Accommodation

Where a citizen has traveled more than 150 km to attend an event, Toquaht Nation may provide one night's accommodation.

Reimbursement Process

A Toquaht Nation citizen who is eligible for reimbursement of approved travel expenses must complete the following process:

- a. Attend the event and sign-in on the Attendance Sheet.
- b. Complete a 'Travel Reimbursement' form, including the license plate of the vehicle they drove or were driven in, a list of passengers that were transported, and hand it in at the end of the event or send by email to finance@toquaht.ca.



The Toquaht Nation Administration will issue reimbursement via direct deposit within 30 days of the event's completion. Citizens are responsible to submit applicable receipts and ensure that Toquaht has their current banking information to prevent delays in payment.

Conditions

- a. At every possible opportunity, Toquaht Nation citizens should attempt to carpool.
- b. Travelers cannot claim parking tickets or traffic violation fines.
- c. The Director of Operations reserves the right to approve, amend, or deny a 'Travel Reimbursement' claim if the information included appears to be fraudulent or inconsistent with the terms of this policy.

Implementation

Travel allowance rates for meals and mileage will be updated periodically through revisions to Schedule A of this policy.

This policy is implemented as of November 1, 2021.



SCHEDULE A

TOQUAHT NATION
Travel Rates
Effective April 1, 2021

	ONE WAY			RETURN		
	Paved	Gravel	Amount	Paved	Gravel	Amount
MACOAH to						
Bamfield	81	103	121.80	162	206	243.60
Black Creek	211	16	128.05	422	32	256.10
Campbell River	232	16	139.60	464	32	279.20
Courtenay	187	16	114.85	374	32	229.70
Ditidaht	88	90	115.90	176	180	231.80
Duncan	216	16	130.80	432	32	261.60
Esowista	34	16	30.70	68	32	61.40
Fair Harbour	388	95	284.65	776	190	569.30
Gold River	323	16	189.65	646	32	379.30
Ittattsoo	10	16	17.50	20	32	35.00
Nanaimo	165	16	102.75	330	32	205.50
Nanaimo (Duke Pt)	181	16	111.55	362	32	223.10
Parksville	131	16	84.05	262	32	168.10
Port Alberni	81	16	56.55	162	32	113.10
Qualicum Beach	126	16	81.30	252	32	162.60
Tin Wis	42	16	35.10	84	32	70.20
Tofino	45	16	36.75	90	32	73.50
Ucluelet	24	16	25.20	48	32	50.40
Victoria	276	16	163.80	552	32	327.60
Zeballos	194	56	148.70	388	112	297.40
UCLUELET to:						
Bamfield	104	87	122.45	208	174	244.90
Black Creek	226		124.30	452		248.60
Campbell River	247		135.85	494		271.70
Courtenay	202		111.10	404		222.20
Ditidaht	103	74	112.15	206	148	224.30
Duncan	231		127.05	462		254.10
Esowista	26		14.30	52		28.60
Fair Harbour	403	79	280.90	806	158	561.80
Gold	338		185.90	676		371.80

River					
Ittattsoo	14	7.70	28	15.40	
Nanaimo	180	99.00	360	198.00	
Nanaimo (Duke Pt)	196	107.80	392	215.60	
Parksville	146	80.30	292	160.60	
Port Alberni	96	52.80	192	105.60	
Qualicum Beach	141	77.55	282	155.10	
Tin Wis	39	21.45	78	42.90	
Tofino	42	23.10	84	46.20	
Victoria	291	160.05	582	320.10	
Zeballos	403	40 251.65	806	80 503.30	

KILOMETERS

Paved	0.55
Gravel	0.75

MEALS

Breakfast	22.00
Lunch	22.00
Dinner	28.50
	<u>72.50</u>