



ADMINISTRATIVE DECISIONS REVIEW BOARD TRAVEL POLICY

Purpose

The purpose of this policy is to ensure fair treatment of employees and individuals required to travel on Toquaht Nation business, consistent with the principles below.

Scope

This policy applies to all Toquaht Nation Administrative Decisions Review Board members travelling on approved Toquaht Nation business.

Travel

This section establishes the rules and procedures for travel authorization, arrangements and financial accountability for the individuals delegated to travel on behalf of the Toquaht Nation Administrative Decisions Review Board (ADRB).

The Director of Operations, or a designate with the authority to approve expenditures can authorize travel for ADRB members. Such authorization is contingent upon:

- a) Travel costs remaining within purchase authority limits of the Director, or designate, providing authorization
- b) Availability of funds in the designated Program
- c) The Director of Operations having final authorization should the purpose of travel be in question.

Claiming Travel

A Travel Claim form must be completed by the ADRB member and approved by the Director of Operations, or a designate.

All sections of the Travel Claim form must be completed properly (i.e., dates, times, destination, etc.). The individual, or designate, proposing to travel is responsible to collect all travel information necessary, make travel arrangements, book accommodations and prepare travel itineraries. The individual may request the assistance of an Administrative Assistant to help with this process.

Each member must fill out Form DF-1 - Requisition for Payment Form for all claims to be approved by the Director of Operations.



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The following applies when completing the Travel Claim form:

- a) Travel must be made by the most direct route and economical method.
- b) All original receipts (e.g. ferry, bus) must be kept and given to the Accounting Assistant at the completion of travel so that they can be attached to the Travel Claim.
- c) Individuals using private vehicles for authorized travel on behalf of the Toquaht Nation must have a minimum Class 5 driver's license and a minimum of \$1 million third-party liability vehicle insurance.

Travel Rates

Each ADRB member will be compensated based on current Toquaht Nation travel rates. Current rates are listed in Appendix A. Current rates can also be requested electronically from an Administrative Assistant.

Meals

Meals may only be claimed where meals have actually been consumed and paid for by the employee. Meals may not be claimed where meals are included by the Toquaht Nation.

When determining which meals to claim, common sense should prevail by utilizing normal travel time estimates plus 30 minutes to/from your destination. For example, if you're travelling from Ucluelet to Port Alberni, which generally takes one hour, and your meeting starts at 9:00 a.m., then you would be required to leave your home at 7:30 a.m. (to allow for traffic/delays and to arrive at your meeting/workshop on time). Alternately, if your meeting ends at 4:00 p.m., you would normally arrive home by 5:30 p.m.

Based on this, when claiming meals, the following guideline applies:

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| Claim breakfast: | if you are required to leave/be away from home before 7:00 a.m. |
| Claim lunch: | if you are required to leave/be away from home before 11:00 a.m. |
| Claim dinner: | if you are required to be away from/arrive home after 6:30 p.m. |



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Other

- a) Incidental expenses may only be claimed for each overnight stay.
- b) Private accommodation will be compensated as per the Toquaht Nation Travel Rates.
- c) Travelers may not claim fuel costs when using a private vehicle. The payable rate for use of a private vehicle (in cents per kilometer) will be provided in accordance with Toquaht Nation travel rates.

Travel allowances for meals, mileage and incidentals will be updated periodically through revisions to Appendix A of this policy, at the discretion of the Director of Operations.

Process for Approval

Upon completion of the Travel Claim form, the individual will submit the travel claim form to the Director of Operations, or designate.

Upon approval, the Director of Operations, or designate, will forward the completed Travel Claim form to the Accounting Assistant, or designate, for further processing.

The Accounting Assistant, or designate, will prepare a payment requisition for the approved Travel Claim form and will provide the completed package to the Director of Finance, or designate, for payment approval. After approval, the Director of Finance, or designate, will return the package to the Accounting Assistant, or designate, for payment processing.



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SCHEDULE A
Travel Rates
Effective Apr 8, 2014

	ONE WAY		RETURN		TYPE		PAVED	GRAVEL
	Kilos	Amount	Kilos	Amount	Paved	Gravel		
MACOAH to								
Black Creek	227	116.28	454	232.56	422	32	0.51	0.542
Campbell River	248	126.99	496	253.98	464	32	0.51	0.542
Courtenay	203	104.04	406	208.08	374	32	0.51	0.542
Ditidaht	178	93.66	356	187.32	176	180	0.51	0.542
Duncan	232	118.83	464	237.66	432	32	0.51	0.542
Esowista	50	26.01	100	52.02	68	32	0.51	0.542
Fair Harbour	483	249.37	966	498.74	776	190	0.51	0.542
Gold River	339	173.40	678	346.80	646	32	0.51	0.542
Ittattoo	26	13.77	52	27.54	20	32	0.51	0.542
Nanaimo	181	92.82	362	185.64	330	32	0.51	0.542
Nanaimo (Duke Pt)	197	100.98	394	201.96	362	32	0.51	0.542
Parksville	147	75.48	294	150.96	262	32	0.51	0.542
Port Alberni	97	49.98	194	99.96	162	32	0.51	0.542
Qualicum Beach	142	72.93	284	145.86	252	32	0.51	0.542
Tin Wis	58	30.09	116	60.18	84	32	0.51	0.542
Tofino	61	31.62	122	63.24	90	32	0.51	0.542
Ucluelet	40	20.91	80	41.82	48	32	0.51	0.542
Vancouver (via HSB)	205	105.06	410	210.12	378	32	0.51	0.542
Vancouver (via Tsawwassen)	235	120.36	470	240.72	438	32	0.51	0.542
Victoria	292	149.43	584	298.86	552	32	0.51	0.542
Zeballos	250	129.29	500	258.58	388	112	0.51	0.542
UCLUELET to:								
Black Creek	226	115.26	452	230.52	452		0.51	0.542
Campbell River	247	125.97	494	251.94	494		0.51	0.542
Courtenay	202	103.02	404	206.04	404		0.51	0.542
Ditidaht	177	92.64	354	185.28	206	148	0.51	0.542
Duncan	231	117.81	462	235.62	462		0.51	0.542
Esowista	26	13.26	52	26.52	52		0.51	0.542
Fair Harbour	482	248.35	964	496.70	806	158	0.51	0.542
Gold River	338	172.38	676	344.76	676		0.51	0.542
Ittattoo	14	7.14	28	14.28	28		0.51	0.542
Nanaimo	180	91.80	360	183.60	360		0.51	0.542
Nanaimo (Duke Pt)	196	99.96	392	199.92	392		0.51	0.542



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UCLUELET to:

Parksville	146	74.46	292	148.92	292		0.51	0.542
Port Alberni	96	48.96	192	97.92	192		0.51	0.542
Qualicum Beach	141	71.91	282	143.82	282		0.51	0.542
Tin Wis	39	19.89	78	39.78	78		0.51	0.542
Tofino	42	21.42	84	42.84	84		0.51	0.542
Vancouver (via HSB)	204	104.04	408	208.08	408		0.51	0.542
Vancouver (via Tsawwassen)	234	119.34	468	238.68	468		0.51	0.542
Victoria	291	148.41	582	296.82	582		0.51	0.542
Zeballos	443	227.21	886	454.42	806	80	0.51	0.542

KILOMETERS

Paved	0.510
Gravel	0.542

MEALS

Breakfast	15.00
Lunch	20.00
Dinner	<u>25.00</u>

INCIDENTALS

Commercial	14.00
Private	14.00

ACCOMODATION

Private	30.00
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