



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 April 1, 2023.



SCHEDULE A

TOQUAHT NATION
Travel Rates Effective
April 1, 2023

	ONE WAY			RETURN		
	Paved	Gravel	Amount	Paved	Gravel	Amount
MACOAH to						
Bamfield	81	103	\$ 123.42	162	206	\$ 246.84
Black Creek	211	16	\$ 132.27	422	32	\$ 264.54
Campbell River	232	16	\$ 144.24	464	32	\$ 288.48
Courtenay	187	16	\$ 118.59	374	32	\$ 237.18
Ditidaht	88	90	\$ 117.66	176	180	\$ 235.32
Duncan	216	16	\$ 135.12	432	32	\$ 270.24
Esowista	34	16	\$ 31.38	68	32	\$ 62.76
Fair Harbour	388	95	\$ 292.41	776	190	\$ 584.82
Gold River	323	16	\$ 196.11	646	32	\$ 392.22
Ittattsoo	10	16	\$ 17.70	20	32	\$ 35.40
Nanaimo	165	16	\$ 106.05	330	32	\$ 212.10
Nanaimo (Duke Pt)	181	16	\$ 115.17	362	32	\$ 230.34
Parksville	131	16	\$ 86.67	262	32	\$ 173.34
Port Alberni	81	16	\$ 58.17	162	32	\$ 116.34
Qualicum Beach	126	16	\$ 83.82	252	32	\$ 167.64
Tin Wis	42	16	\$ 35.94	84	32	\$ 71.88
Tofino	45	16	\$ 37.65	90	32	\$ 75.30
Ucluelet	24	16	\$ 25.68	48	32	\$ 51.36
Vancouver (via HSB)	189	16	\$ 119.73	378	32	\$ 239.46
Vancouver (via Tsawwassen)	219	16	\$ 136.83	438	32	\$ 273.66
Victoria	276	16	\$ 169.32	552	32	\$ 338.64
Zeballos	194	56	\$ 152.58	388	112	\$ 305.16
UCLUELET to:						
Bamfield	104	87	\$ 124.53	208	174	\$ 249.06
Black Creek	226		\$ 128.82	452		\$ 257.64
Campbell River	247		\$ 140.79	494		\$ 281.58
Courtenay	202		\$ 115.14	404		\$ 230.28
Ditidaht	103	74	\$ 114.21	206	148	\$ 228.42

Duncan	231		\$ 131.67	462		\$ 263.34
Esowista	26		\$ 14.82	52		\$ 29.64
Fair Harbour	403	79	\$ 288.96	806	158	\$ 577.92
Gold River	338		\$ 192.66	676		\$ 385.32
Ittattsoo	14		\$ 7.98	28		\$ 15.96
Nanaimo	180		\$ 102.60	360		\$ 205.20
Nanaimo (Duke Pt)	196		\$ 111.72	392		\$ 223.44
Parksville	146		\$ 83.22	292		\$ 166.44
Port Alberni	96		\$ 54.72	192		\$ 109.44
Qualicum Beach	141		\$ 80.37	282		\$ 160.74
Tin Wis	39		\$ 22.23	78		\$ 44.46
Tofino	42		\$ 23.94	84		\$ 47.88
Vancouver (via HSB)	204		\$ 116.28	408		\$ 232.56
Vancouver (via Tsawwassen)	234		\$ 133.38	468		\$ 266.76
Victoria	291		\$ 165.87	582		\$ 331.74
Zeballos	403	40	\$ 259.71	806	80	\$ 519.42

KILOMETERS

Paved	\$ 0.57 /km
Gravel	\$ 0.75 /km

MEALS

Breakfast	\$ 22.75
Lunch	\$ 22.75
Dinner	\$ 30.50
	<hr/>
	\$ 72.50

INCIDENTALS

Commercial	\$ 14.00
------------	----------

ACCOMODATION

Private	\$ 34.93
---------	----------

Rate table updated and amended April 1, 2023