



FIRST NATIONS PROVINCIAL JUSTICE FORUM

TRAVEL REIMBURSEMENT FORM FOR PARTICIPANTS

One representative from each community is eligible for reimbursement. Reimbursement is available to representatives travelling more than 30 km from their home to attend the Forum, as per below:

Meal Per Diems

- Maximum of 2 dinner per diems for April 24 and April 25 are eligible for reimbursement at a maximum rate of \$24.00 per day.

Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made. Should a Cultural Dinner be provided on one of the evenings, per diems will not be offered.

Travel Expenses

- Actual Costs for flights (receipts required)
- Transportation via taxi or public transit to and from the airport (receipts are required).
- Travel using personal vehicle will be reimbursed at \$0.54/km.

Accommodations

- Actual costs for hotel for two night's maximum at a maximum rate of \$189/night (receipts required).
- Participants are asked to book through Forums' hotel block at the Westin Wall Centre, Airport Vancouver as the first choice for accommodation. While we are only reimbursing for one representative the hotel room block is open to anyone attending.

Hotel: Westin Wall Centre, Airport Vancouver
3099 Corvette Way
Richmond, BC, V6X 4K3

Block Code: First Nations Provincial Forum

Reservations Phone: 1-604-303-6565

Toll-Free Numbers: 1-800-663-9255

- Private accommodation will be reimbursed at a rate of \$31.65/night.

Submitting a Travel Reimbursement Claim:

Please submit the form, attached travel voucher and a copy of all your receipts to for reimbursement FNprovincialforum@pacegroup.com by May 31, 2019.

***Travel Expense receipts must be submitted e.g. scanned or digital images in order to complete your travel reimbursement request along with all detailed receipts.

If you have any questions, please email us at FNprovincialforum@pacegroup.com or call us at 604.646.3558.



**TRAVEL EXPENSE CLAIM
FOR NON-BC GOVERNMENT EMPLOYEES**

FORM USAGE

This form is for use by non-BC government employees to claim travel expenses. Refer to the attached *Appendix A* for guidelines and allowable rates. After completion, the individual should forward the original claim form (with letter of agreement and receipts attached) to their ministry financial contact. The qualified receiver will complete and sign the Coding section and forward the claim to Finance, Accounts for processing. A cheque will be forwarded to the ***Cheque Mailing Address*** shown below.

CHEQUE INFORMATION

Payable to (Community Band or Individual): _____

Cheque Mailing Address: _____

Date of Travel: (mm/dd)	Places Travelled From / To:	Personal Vehicle Distance Rate: \$0.54		Bus/Taxi/Air/ Ferry	Meal Per Diem	Accommodation	TOTAL DAILY COSTS
		KM	\$				
CLAIM TOTAL							

CODING *internal use only

Client: 031 **Proj:** Indigenous Justice Provincial Forum

Approved: _____ Signature _____

Traveller's Signature: _____ Date: _____

Certified this is a true statement of disbursements made to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.