

# BC FIRST NATIONS ON-RESERVE HOUSING FORUM

–VANCOUVER, BRITISH COLUMBIA, MARCH 24, 25 & 26, 2009

## Information on Provisions for a “Traveler on Government Business”

We ask that you make your own travel arrangements. Please note that you will be responsible for making all reservations, including any changes and cancellations. Please review the following stipulations with respect to travel claim reimbursements.

- Participants are responsible for making all reservations, including any changes and cancellations.
- Participants will also be responsible for paying all associated costs and requesting reimbursement from Naut'sa mawt Tribal Council by submitting your Travel Expense Claim with original receipts, as required.
- Indian and Northern Affairs Canada will not reimburse costs resulting from changes in your plans or cancellation (e.g. no-show fees) unless Indian and Northern Affairs Canada requests such changes or cancellations.
- Travel advances will not be issued.
- If you intend to make any changes or cancellations to your travel plans which will incur additional costs, you must first inform the Department if you are to request a reimbursement.
- Indian and Northern Affairs Canada will reimburse costs for return fare by the most economic travel available to the workshop (air, train, bus), up to two (3) nights lodging (single room) in either commercial (original receipts required) or private lodging.
- If you intend to use your own car to travel to the workshop, Indian and Northern Affairs Canada will reimburse you the number of kilometers between your residence and your lodging and the workshop at the rate of \$0.52 per kilometer. No other expenses will be reimbursed for travel in a private vehicle (e.g. fuel).
- *Any travel by personal vehicle more than 250 km return (125 km each way) should be authorized by Naut'sa mawt Tribal Council, and will be accepted as a means of travel only if it is less expensive than other means of transportation (air, train, bus).*
- Indian and Northern Affairs Canada will reimburse cost for local ground transportation to and from the meeting when necessary (original receipts required).
- Indian and Northern Affairs Canada will provide you with meal allowances where necessary at the standard Treasury Board rates as follows:

Breakfast:	\$13.70
Lunch:	\$13.15
Dinner	\$37.40

- No receipts are required for meal allowances.
- Prepaid or free meals, such as those provided by Indian and Northern Affairs Canada at the workshop are not eligible for reimbursement.
- Indian and Northern Affairs Canada will provide you with a daily incidental allowance of \$17.30 per day, for each night of accommodation authorized (no receipts required). The incidental allowance is intended to cover the cost of items such as gratuities, dry cleaning, bottled water, telephone calls home, depreciation of luggage and other needed services while traveling, for which no other provision is made.

Indian and Northern Affairs Canada will not reimburse the following costs:

- Travel time to or from the workshop;
- Any expenses not specifically referenced in this letter;
- Incremental costs due to a change of plans or cancellation by the participant, where the participant has not advised the manager in writing by the date specified below and thus has not avoided incurring additional costs.

*Original receipts will be required for all expenses except meal, incidental and mileage allowances.* It is greatly appreciated if you would submit your claim immediately after the trip is completed so that we can reimburse you as soon as possible. You must submit your claim no later than April 15<sup>th</sup>, 2009.

Please do not hesitate to contact Gary Reith at 604-943-6712 or 1-888-382-7711 or by email at [garyr@nautsamawt.com](mailto:garyr@nautsamawt.com) should you have any questions regarding any of the above or require specific financial assistance to travel to the workshop. Please note that misinterpretations of government policy are not considered a legitimate basis for reimbursement or payment of expenses.