

BCIA TRAVEL EXPENSE POLICY

This policy intends to provide staff, Board, and committee members guidance in arranging travel that is consistent with the responsibility of BCIA to reimburse staff, Board, and committee members for reasonable expenses while providing for travel flexibility in an economical, expedient, and convenient manner. BCIA appreciates the arrangement of travel to reduce costs borne by BCIA.

The British Columbia Institute of Agrologists (BCIA) will reimburse or pay reasonable expenses for staff, Board, or committee members travel on authorized BCIA business. Expenses will be reimbursed as per the guidelines below. Board, committee members and staff are expected to travel in a manner that considers economy and efficiency for the BCIA and their safety. The CEO should be consulted for arrangements not anticipated by this policy.

PER DIEMS

Meals are paid on a per diem basis, and receipts are not required. Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel are eligible for reimbursement. Meals provided by or as part of a meeting, workshop, or conference, cannot be claimed. For travel within Canada, the per diem rates will be in accordance with the following:

Per diem rates:

Breakfast Only: \$25.00

Lunch Only: \$25.00

Dinner Only: \$34.50

Full Day Meal: \$84.50

Incidental: \$15.00 (when at least one overnight expense is included)

INTERNATIONAL TRAVEL

Per diem rates for international travel require prior approval of the CEO and will follow the Government of Canada per diem rates for international travel.

ACCOMMODATION

To ensure that BCIA receives the best corporate rate, all required hotel reservations for BCIA Board and committee members will be booked by the BCIA staff. Where private lodging is used in lieu of commercial accommodation, reimbursement of \$37.29 per day may be claimed.

Where a Board or committee member chooses to stay in hotel accommodation other than that arranged by the BCIA staff, the amount reimbursed will not exceed the amount for BCIA-arranged accommodation. A receipt must be provided; otherwise, private lodging rates will apply.

AIR TRAVEL

Air travel should be booked early to ensure the best available fares. Discount fares without restrictions are preferred. Where unavoidable changes must be made to discount fares, BCIA will reimburse change fees. Air travel is expected to be direct and with reasonable departure/arrival times. If a fare is only available at a very expensive rate, Board and committee members must consult with the CEO before booking.

MILEAGE

For vehicle mileage in lieu of airfare, please consult the "In Lieu" section below. Where a private vehicle is used on the BCIA's business, reimbursement shall be \$0.61 per km. Mileage and associated expenses more than the established airfare

will not be reimbursed. Associated expense rate regularly updated by staff and available on request.

GROUND TRANSPORTATION

Travel between airport/bus/train stations and the destination will be reimbursed with mileage, rideshares such as Uber or Lyft, airport bus or rental cars. However, claims for taxi costs will be reimbursed when other more economical means of transportation are unavailable or unsuitable.

FERRY TRANSPORTATION

Travel between Vancouver Island and the Greater Vancouver area will be reimbursed with purchase receipts. This includes reservations fees paid in advance of the travel date(s) or fees for changes made within existing reservations.

DEPENDANT CARE ALLOWANCE

To be away from home to attend BCIA business, reimbursement shall be actual and reasonable dependent care expenses:

- up to a daily maximum of \$35 per household; or
- up to a daily maximum of \$75 per household, with a receipt for services provided by an individual or a company in the business of providing dependent care services.

To be eligible for either rate, the dependent must live with you. This rate also applies for pet care.

IN LIEU

Recognizing that Board, committee members and staff may travel in conjunction with other professional or personal activities and coordinating such travel with BCIA travel may be beneficial in both cost and time, BCIA will reimburse travel on an “in lieu” basis. “In lieu” travel costs provide for reimbursement of travel costs to the total amount of “normal” travel as if the claimant travelled from their residence to conduct BCIA business that is eligible for travel reimbursement. “Normal” travel includes costs for meals, mileage or taxi/rideshare, airfare and dependent care allowance as if the claimant had left their residence, travelled by air to conduct BCIA business and returned home immediately. Accommodation will be reimbursed at the private accommodation rate or BCIA hotel rate (if a hotel was utilized). In lieu reimbursement will not be provided for costs that have or will be paid on behalf of the claimant by another organization or employer.

ADVANCE PAYMENT OF EXPENSES

To assist staff, Board and committee members who do not have or wish not to use their personal credit cards BCIA will provide an advance payment of expenses to be incurred to a maximum of 75% of the total amount submitted via a BCIA expense claim form which must be approved **prior** to the advance payment by the CEO for staff and committee members; and by the Treasurer for Board, CEO and Registrar. A final expense claim form, with receipts attached where required, must be submitted to BCIA within 14 days of the return from the respective travel with a final reconciliation of the respective expenses owed to either BCIA or the claimant within 30 days of the submission of the final expense claim form.

OTHER

Personal expenses, such as telephone calls and laundry, etc., are included in the incidental rate listed on the expense claim form that may be claimed when at least one overnight expense is included.

All per diem and reimbursable expenses must be submitted on a BCIA expense claim form with appropriate receipts or invoices attached. Expense forms are available under Resources & Publications > Registrant Resources > Policies & Guidelines section on the BCIA website which can be accessed behind log in. For further information or assistance, please email finance@bcia.com or call 250-380-9292.