



**FIRST NATIONS SCHOOLNET**

Suite 113 – 100 Park Royal South, West Vancouver, B.C. V7T 1A2  
 Phone: (604) 925-6087 \* Fax: (604) 925-6097 \* Toll free: 1-877-422-3672

**EXPENSE CLAIM**

<b>Departure-Date/Time:</b> _____	<b>Return-Date/Time:</b> _____
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<b>Pay to:</b> _____
<b>Address:</b> _____
<b>Postal Code:</b> _____ <b>Phone:</b> _____
<b>Purpose of Travel:</b> _____
<b>Name of Traveller:</b> _____

<b>MEALS:</b>	Breakfast	\$ 12.20	x	_____	\$	_____
	Lunch	\$ 11.75	x	_____	\$	_____
	Dinner	\$ 32.65	x	_____	\$	_____
<b>INCIDENTALS:</b>	Commercial	\$ 17.30	x	_____	\$	_____
(1 per night)	Private	\$ 17.30	x	_____	\$	_____

**ORIGINAL RECEIPTS ARE REQUIRED FOR THE FOLLOWING ITEMS:**

<b>ACCOMMODATIONS:</b>						
	Commercial	\$ _____	x	_____	\$	_____
	Private	\$50.00	x	_____	\$	_____
<b>TRAVEL:</b>	Private	\$0.440	X	_____ (total kms)	\$	_____
	Car Rental	\$ _____	x	_____	\$	_____
	(Maximum \$75.00 per day)					
	Taxi (To and from airport/hotel/meeting only)				\$	_____
	Ferry				\$	_____
	Airfare				\$	_____
	Other (specify)				\$	_____
	Other (specify)				\$	_____

**Total** \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

- Claimants will be reimbursed at current Treasury Board rates according to Industry Canada guidelines (please see reverse for details)
- We require "original" receipts as proof of purchase
- We cannot accept fax copies of receipts, or travel claims
- Claims received more than 30 days after expenses were incurred cannot be reimbursed
- Tips, alcohol, movies, and personal phone calls cannot be reimbursed

Rates effective April 1, 2005

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

## Treasury Board Guidelines

### Responsibilities

The First Nations SchoolNet Program is subject to Treasury Board guidelines.

The traveller shall:

- a) Consult and obtain authorization to travel in accordance with these guidelines
- b) Complete and submit a travel expense claim with necessary supporting documentation as soon as possible after the completion of the travel. No later than 30 working days after meeting and/or event.
- c) Be responsible for cancelling reservations as required, safeguarding travel advances and funds provided, and making outstanding remittances promptly.
- d) Individuals traveling on First Nations SchoolNet business shall utilize government approved suppliers, and services.
- e) When circumstances do not permit provision of prepaid arrangements, the traveller shall be reimbursed actual and reasonable costs, based upon receipts.

### Travel Expenses

#### Transportation

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined under commercial, vehicles and other modes of transportation, expenses associated with the selected mode of transportation such as ferries, tolls, docking fees, shall be reimbursed.

#### Commercial

Where commercial transportation is authorized and used, the traveller shall be provided with the necessary prepaid tickets whenever possible.

The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible.

Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses shall be reimbursed. Receipts are required.

#### Vehicles

The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as but not limited to safety, and the needs of the traveller.

The kilometric rates payable for the use of privately owned vehicles driven on authorized FN SchoolNet business are provided on the travel expense claim form. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessary to get to and return from the scheduled meeting/event. If a traveller chooses to travel by vehicle, rather than take a commercial airliner, the mileage will be reimbursed to the maximum of the equivalent airfare. Additional accommodation costs will be the responsibility of the individual.

Parking charges shall be reimbursed. Receipts required.

#### Accommodation

The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped.

#### Additional business expenses

Individuals traveling on FN SchoolNet business shall be reimbursed business expenses not otherwise covered such as business calls, photocopies, word processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.