

# PEA AIRFARE EQUIVALENT ESTIMATE

(To be attached to your expense claim form)

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_  
PREFERRED E-MAIL: \_\_\_\_\_

CHAPTER: \_\_\_\_\_  
EMPLOYER: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_  
PHONE: \_\_\_\_\_

## PART ONE – EVENT INFORMATION

EVENT NAME/PURPOSE: \_\_\_\_\_  
LOCATION (CITY): \_\_\_\_\_  
START DATE OF EVENT: \_\_\_\_\_ START TIME: \_\_\_\_\_  
END DATE OF EVENT: \_\_\_\_\_ END TIME: \_\_\_\_\_

## PART TWO – FLYING

*To accurately reflect the cost of flying, please complete the following:*

- A. cost of mileage from home/work to airport \_\_\_\_\_ KM x \$0.53 \_\_\_\_\_  
B. parking costs at airport \_\_\_\_\_  
C. cost of flight \_\_\_\_\_  
D. transportation from airport to venue: \_\_\_\_\_  
    Mode: \_\_\_\_\_ Cost: \_\_\_\_\_  
E. return transportation from venue to airport \_\_\_\_\_  
    Mode: \_\_\_\_\_ Cost: \_\_\_\_\_  
F. cost of mileage from airport to home \_\_\_\_\_ km x \$0.53 \_\_\_\_\_  
G. total time required off work to fly to venue: \_\_\_\_\_  
H. total time required off work to fly home: \_\_\_\_\_  
I. number of nights for which accommodation required \_\_\_\_\_

**TOTAL \$ = ADD "A" THROUGH "F" IN PART TWO** \_\_\_\_\_

## PART THREE – DRIVING

*To accurately reflect the cost of driving, please complete the following:*

- A. cost of mileage from home/work to venue \_\_\_\_\_ km x \$0.53 \_\_\_\_\_  
B. parking costs at venue (# of days and approx costs) \_\_\_\_\_ days \_\_\_\_\_  
C. cost of mileage from venue to home: \_\_\_\_\_ km x \$0.53 \_\_\_\_\_  
D. ferry costs (if applicable) \_\_\_\_\_  
E. toll or other charges (if applicable) \_\_\_\_\_  
F. total time required off work to drive to venue: \_\_\_\_\_  
G. total time required off work to drive home: \_\_\_\_\_

**TOTAL \$ = ADD "A" THROUGH "E" IN PART THREE** \_\_\_\_\_

Policy 6.7 of the Professional Employees Association Policy Manual refers to Travel Expenses. Clause 6.7(2) provides information to members on use of personal vehicles instead of public transportation (i.e. flying, transit). Clause 6.7(3) refers to the use of rental cars and the requirement for members to demonstrate that the cost is effective when compared to alternative travel methods. The complete PEA policy is available on the PEA website at: [www.pea.org/forms-you-need.html](http://www.pea.org/forms-you-need.html).

***In order to allow for proper comparison of the costs associated with either form of travel, members are required to complete this form.***

***The exception to this procedure is for medical reasons and with the approval of the Executive Director.***

# PROFESSIONAL EMPLOYEES ASSOCIATION

## AIRFARE EQUIVALENT TO VICTORIA

**Note: Airfare includes all Fees**

Effective January 9, 2018

Location <sup>(1)</sup>	Claimable Airfare Rate	Mileage to/ from in kms <sup>(1)</sup>	Mileage @ \$0.55/km
Castlegar	\$548.28	1312	\$ 695.36
Cranbrook	\$610.33	1872	\$ 992.16
Dawson Creek	\$635.76	2454	\$ 1,300.62
Fort St. John	\$596.37	2598	\$ 1,376.94
Kamloops	\$534.95	780	\$ 413.40
Kelowna	\$444.96	852	\$ 451.56
Nelson	\$548.28	1394	\$ 738.82
Penticton	\$517.48	908	\$ 481.24
Prince George	\$569.17	1648	\$ 873.44
Prince Rupert	\$790.93	3076	\$ 1630.28
Quesnel	\$494.01	1406	\$ 745.18
Smithers	\$809.20	2382	\$ 1262.46
Terrace	\$564.86	2788	\$ 1477.64
Williams Lake	\$480.36	1170	\$ 620.10

Notes:

- (1) Mileage has been determined by Mapquest (City Centre to PEA Admin Office) and does NOT include the ferry km.