

EXPENSE CLAIM POLICY GUIDELINES

PEA Policy 6.7, Travel Expenses, states the level of reimbursement "*will generally parallel expense reimbursement available to members while on employer business.*" Guidelines for travel on PEA business:

TRAVEL MODE

Designated Commercial Transportation Equivalency

When a member requests and receives authority to use his/her private motor vehicle instead of using transportation by commercial carrier(s) or rental vehicle(s), reimbursement will be based on the following:

1. For transportation costs, use the lesser of:

- the distance allowance for the member's private motor vehicle plus transportation toll charges, if any;

- or - the designated commercial carrier(s) cost for the trip.

2. For other expenses (meals, accommodation, travel time, or any other expenses) no reimbursement will be allowed beyond the transportation costs that would have occurred had the member taken the designated commercial transportation.

Combining Business and Personal Travel

Where personal and business travel are combined, reimbursement is to be based upon the *lesser of* actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Clear calculations must accompany the expense claim. Per diem allowances and other expenses will *not* be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

MEAL REIMBURSEMENT RATES

The meal allowance **effective April 1, 2016** is:

- Breakfast - \$12.00
- Lunch - \$13.80
- Dinner - \$23.25 [Total - \$49.05]

Part-day travel status guidelines:

- On the day of departure, if an employee's travel status begins: after **7:00 a.m.**, breakfast cannot be claimed; after **12 noon**, breakfast and lunch cannot be claimed; and after **6:00 p.m.**, no meals can be claimed.
- On the day of return if an employee's travel status terminates: prior to **7:00 a.m.**, no meals can be claimed; prior to **12 noon**, breakfast can be claimed; prior to **6:00 p.m.**, breakfast and lunch can be claimed; and after **6:00 p.m.**, all meals can be claimed.

The meal allowance covers expenses arising from absences on travel status over the meal period(s). Meals provided without charge to a member on travel status shall not be claimed for reimbursement. Travel status begins and ends at the designated departure and return locations. The departure and return locations may be the employee's headquarters, personal residence, or other points of assembly as designated.

VEHICLE TRAVEL

For all types of vehicles, actual transportation toll charges may be claimed for travel on PEA business.

The vehicle operator is responsible for parking fines, traffic violation fines and impoundment and towing fees when driving a leased, rented or personal vehicle on PEA business.

Private Vehicle Allowance

Where a private vehicle is used, reimbursement **effective April 1, 2016** is \$0.53 per km. This allowance is intended to cover the gas and maintenance costs associated with operating a personal vehicle. The distance allowance does not apply when using a rental or leased vehicle.

Members who elect to travel by road rather than by air to attend to PEA business will be entitled to claim mileage for the actual distance, by the shortest primary route, from the departure site (home or office as the case may be) to the meeting site. Incidental mileage not required for travel to meetings is not eligible for reimbursement and should not be claimed. Where overnight accommodation is required, claims may include the actual shortest-route mileage required to travel between the hotel (or other overnight domicile) and the meeting site. In no case, however, should combined travel expenses - including mileage, meals, accommodation and any other travel expenses - exceed those that would have been incurred had travel occurred by air. The amount of union leave granted will be that necessary to travel by air. Additional leave shall be granted only for medical reasons and with prior approval.

Members may claim the vehicle allowance where they are driven to the departure location (i.e., airport, bus, ferry or train terminal) and picked up upon return.

Parking

Where privately owned vehicles are used for PEA business, receipted parking charges only will be reimbursed.

RENTAL VEHICLES

Use of rental vehicles will require demonstration that the rental car is cost effective when compared to alternative travel methods. Members and staff should seek advance approval of the Executive Director or designate if in doubt. Reimbursement will be for rental and operating charges (the vehicle distance allowance does not apply when using a rental or leased vehicle). Parking charges will be reimbursed where rental vehicles are used for PEA business.

BUS CHARGES

Claims for bus transportation while travelling on PEA business will be reimbursed.

Please note that airport shuttle buses offer a convenient and economical means of transportation as compared to taxis or rental vehicles.

TAXI CHARGES

Claims for taxi costs while travelling on PEA business will be reimbursed when other more economical means of transportation are either unavailable or unsuitable (e.g. public transit).

FERRY TRAVEL

Claims for the full cost of ferry travel will be reimbursed and receipts for vehicles are required.

AIR TRAVEL

Where air travel is required, the most economical airfare shall be obtained. Non-cancellable fares are not generally recommended.

Airport Improvement Fee

The airport improvement fee (including GST) may be claimed for travel on PEA business.

ACCOMMODATION

Hotel/Motel Receipt Requirements

Original hotel/motel receipts must be attached to the expense claim form. A member must declare that "single rate only is claimed" in cases where the hotel/motel receipt shows that more than one person occupied the room.

Lodging Allowance

Members on travel status who stay in non-commercial lodging shall be entitled to claim \$30 per day except where the lodging is supplied by the PEA.

Kitchen Units

Additional costs for the use of a kitchen unit in a hotel/motel cannot be claimed.

Porterage

Porterage may be claimed to a maximum of \$0.50 upon arrival and \$0.50 upon departure from a hotel or motel by members (tip for handling baggage). Receipts are not required.

MISCELLANEOUS EXPENSES

Laundry and Dry Cleaning

Members are eligible to claim for dry cleaning/laundry services every seven consecutive days away from headquarters or geographic location. The amount being claimed must be reasonable in relation to the travel itinerary. Receipts are required.

Business Telephone Calls

The cost of business telephone calls, including hotel/motel handling charges, while travelling will be reimbursed.

Personal Telephone Calls

Members on travel status who are required to obtain overnight accommodation shall be reimbursed upon production of receipts for one five-minute telephone call home, to or within B.C., for each night away.

Gratuities

Tips and gratuities are at the discretion of members and are a *personal expense* (i.e., not an expense of the PEA). Note: tips and gratuities for other PEA business expenses, such as PEA committee or member lunches may be reimbursed with approval from the Executive Director.

An incidental allowance of \$15.00 per day may be claimed when a PEA member or staff is away overnight on travel status or claims both lunch and dinner in a single day.