

## AIRFARE EQUIVALENT ESTIMATE FORM

In order to allow for proper comparison of the costs associated with either form of travel, members are required to complete Part 1, 2 and 3 of this form. Policy 6.7 of the PEA Policy Manual refers to Travel Expenses. The complete policy is available on the PEA website at [pea.org/forms-you-need.html](http://pea.org/forms-you-need.html)

Please attach the Airfare Equivalent Form to your Expense Claim Form.

### PART 1: Contact Information & Purpose of Travel

#### CONTACT INFORMATION

NAME
CHAPTER
ADDRESS
PHONE
EMAIL

#### PURPOSE OF TRAVEL

EVENT/PURPOSE
LOCATION (CITY)
DATE(S) OF EVENT
START TIME
END TIME

### PART 2: Flying

TRANSPORTATION ITEM FOR FLYING	COSTS
A. MILEAGE TO/FROM AIRPORT (\$0.61/KM)	\$
B. AIRPORT PARKING	\$
C. FLIGHT	\$
D. TRANSPORTATION TO/FROM VENUE	\$
MODE OF TRANSPORTATION TO/FROM VENUE	
<b>TOTAL \$ = ADD "A" through "D"</b>	<b>\$</b>

TIME OFF AND ACCOMMODATION	HOURS/DAYS
E. TIME OFF REQUIRED TO FLY TO VENUE (HOURS)	
F. TIME OFF REQUIRED TO FLY HOME (HOURS)	
G. NUMBER OF DAYS ACCOMMODATION REQUIRED	

## PART 3: Driving

TRANSPORTATION ITEM FOR DRIVING	COSTS
A. MILEAGE TO/FROM VENUE (\$0.61/KM)	\$
B. PARKING AT VENUE (APPROX. DAILY CHARGE x NUMBER OF DAYS)	\$
C. FERRY COSTS (IF APPLICABLE)	\$
D. OTHER CHARGES (IF APPLICABLE)	\$
<b>TOTAL \$ = ADD "A" through "D"</b>	<b>\$</b>

TIME OFF AND ACCOMMODATION	HOURS/DAYS
E. TIME OFF REQUIRED TO DRIVE TO VENUE (HOURS)	
F. TIME OFF REQUIRED TO DRIVE HOME (HOURS)	
G. NUMBER OF DAYS ACCOMMODATION REQUIRED	

## Appendix 1: AIRFARE EQUIVALENT

**Table: AIRFARE EQUIVALENT TO VICTORIA**

Airfare includes all Fees  
Effective January 2023

Location <sup>(1)</sup>	Claimable Airfare Rate	Mileage to/from in kms <sup>(2)</sup>	Mileage @ \$0.61/km
Castlegar	\$960	1300	\$793.00
Cranbrook	\$650	1870	\$1140.70
Kamloops	\$740	780	\$475.80
Kelowna	\$800	850	\$518.50
Nelson	\$960	1390	\$847.90
Penticton	\$800	910	\$555.10
Prince George	\$970	1650	\$1006.50
Quesnel	\$740	1400	\$854.00
Williams Lake	\$740	1170	\$713.70

Notes:

(1) Mileage (City Centre to PEA Office) does NOT include the ferry km.

(2) Contact Marc Joly, Financial Officer at [mjoly@pea.org](mailto:mjoly@pea.org) with questions regarding locations not listed.