

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

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 (\$0.73/KM)	\$
B. AIRPORT PARKING	\$
C. FLIGHT: INCLUDE COPY OF QUOTE FROM AN AIRFARE CARRIER	\$
D. TRANSPORTATION TO/FROM VENUE	\$
MODE OF TRANSPORTATION TO/FROM VENUE	
TOTAL \$ = ADD "A" through "D"	\$

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

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	

TRANSPORTATION ITEM FOR DRIVING	COSTS
A. MILEAGE TO/FROM VENUE (\$0.73/KM) (see Appendix 1 or calculate)	\$
B. PARKING AT VENUE (APPROX. DAILY CHARGE x NUMBER OF DAYS)	\$
C. FERRY COSTS (IF APPLICABLE)	\$
D. OTHER CHARGES (IF APPLICABLE)	\$
TOTAL \$ = ADD "A" through "D"	\$

Appendix 1: MILEAGE CHART

Table: MILEAGE TO VICTORIA

Effective January 2026

Location ⁽¹⁾	Mileage to/from in km ⁽²⁾	Mileage @ \$0.73/km
Castlegar	1300	\$949.00
Cranbrook	1870	\$1365.10
Kamloops	780	\$569.40
Kelowna	850	\$620.50
Nelson	1390	\$1014.70
Penticton	910	\$664.30
Prince George	1650	\$1207.50
Quesnel	1400	\$1022.00
Williams Lake	1170	\$854.10

Notes:

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

(2) Contact Jennifer Bond, Financial Officer at jbond@pea.org with questions regarding locations not listed.