

## REIMBURSEMENT OF EXPENSES

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 March 29, 2009** is: Breakfast - \$11.50 Lunch - \$13.25 Dinner - \$22.25 [Total - \$47.00]

**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 March 29, 2009** is \$0.50 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.

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## **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).