

POLICY GROUP: **Personnel ~ Conditions of Employment**
POLICY TITLE: **Travel Expenses and Allowances**
REVISION DATE: ~~June 2010~~ **November 2022**

SECTION 200 Division 240.8

- Reimbursements will be in paid out in accordance with the contract rate of the program/project or will follow the **WCRC policy** as follows:

Policy:

Meals

- Breakfast \$10
- Lunch \$15
- Dinner ~~\$20~~ **\$25**
- Or up to a daily maximum of ~~\$45~~ **\$50**; up to the value of the receipts.
- No alcohol.
- Receipts will be required.
- Also applies to overtime callouts

Mileage to be paid at ~~.45~~ **0.60** per km. for the use of their car on Centre business, unless contrary to specific contract and funder's requirements.

~~Staff or~~ Volunteers who are conducting Centre business in a volunteer capacity will be paid at ~~.25k~~ **0.60 per km** or **be given a gas gift card** ~~be reimbursed for expenses as per gas receipt.~~

Accommodations: ~~To be approved by the Executive Director on a case-by-case basis. to a maximum of \$70 per night for the Interior; \$110 Low Mainland.~~

Any expenses exceeding policy must be pre-approved.

- Meals expenses require pre-approval.

Travel expenses will be paid only for travel beginning 1 kilometre from staffs' normal place of employment; (Whitevalley Community Resource Centre building and program location i.e. schools, Cherryville, etc.). All travel must be logged, monthly claims submitted and authorized by the Executive Director or immediate supervisor. Commuting from home to your normal place of employment is not considered payable travel.

Expenses incurred in the providing of services to clients (travel to appointments, etc) will be reimbursed provided prior authorization is sought and approved by the Executive Director.

All expense claims must be supported by receipts and/or travel log for reimbursement to occur.