

Nanaimo Duncan District Labour Council (NDDLC) Travel Policy (2017)

These expenses will be covered when completing Labour Council business and other than the President on normal business will require that this business be approved and acknowledged by the executive and delegates.

Mileage

0.54 cents/km (per Canada Revenue Agency 2017)
No receipts required.

Meals and per diem

Breakfast - \$18 applicable if travel starts before 7am
Lunch - \$20
Dinner - \$32 applicable if travel completes after 6pm
Incidentals - \$15 for each night away on NDDLC business
No receipts required.
If meals are provided at the event, these expenses will not be paid.

Accommodation

Hotels - Receipts required
Private/ Family - \$50

Other expenses

Ferry tolls
Ferry Reservation fees
Highway tolls
Bus/taxi/ limo
Parking
Airfare - economy/coach
Car Rentals
Child Care/ Dependant Care will be considered on a case-by-case basis
Receipts required for most items, where none can be produced, a written explanation may be accepted.
Other reasonable expenses

Wage Replacement - None