



**UNION OF B.C. INDIAN CHIEFS
Travel Claim form**



See Reverse for details and procedures

Submitted by: _____
 Purpose of travel: _____
 Dates: _____
 Make payable to: _____
 Mail to address: _____

Travel Rates

Mileage _____ KM x \$0.545 = \$ _____
 Taxi, ride share, parking, public transit \$ _____
 Airfare \$ _____
 Car rental \$ _____
 Ferry \$ _____

Accommodations

Private Accommodations - \$50/night x ___ nights \$ _____
 Hotel* \$ _____

** Supply Original receipt – hotel bill over the cost of \$189.00 per night will not normally be paid unless unusual circumstances warrant.*

Meals

Breakfast \$20.50 x _____ \$ _____
 Lunch \$20.10 x _____ \$ _____
 Dinner \$50.65 x _____ \$ _____
Incidentals: Claim only one per night \$17.30 x _____ \$ _____
Miscellaneous: Receipts necessary _____ \$ _____

SUBTOTAL \$ _____

Minus advance \$ _____

Amount due UBCIC/Claimant Total \$ _____

SIGNATURE OF CLAIMANT: _____

DATE: _____

OFFICE USE ONLY

Approved by: _____ Finance Manager: _____
 Cheque #: _____ Date Issued: _____
 Account Code: _____



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Travel Claim form



1. **Process for Making a Travel Claim**

Claimant must submit travel claim no later than 30 days after the travel occurs
Claimant can obtain a Travel Claim Form in the following ways:

UBCIC website: www.ubcic.bc.ca *pick up at event* *send request by email at UBCIC@ubcic.bc.ca*

Submit completed form and original receipts by mail:

Mail: Arnold Peters, UBCIC, 209 – 345 Chief Alex Thomas Way, Kamloops, BC, V2H-1H1

Queries by email: apeters@ubcic.bc.ca

2. **Mileage Rates When Using Private Vehicle**

Mileage can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. **Taxi, Ride Share, Parking, Ferry & Highway Tolls (Original Receipts required)**

Taxi services will be reimbursed if original receipts are provided; tips can only be claimed up to an amount of 15% of the total amount identified on the original receipt. Tips must appear on the receipt.

4. **Car Rentals (Original Receipts required)**

*By pre-approval from Administrative Director only

Claimant should ask for the First Nations or government rate or the least expensive rate available.

5. **Airfare:**

Claimant must make every reasonable effort to secure lowest possible rates. Economy airfare only will be reimbursed. On approval of Administrative Director, seat selection costs may be covered.

6. **Accommodation (for Pre-approved UBCIC events only)**

a. **Hotel/Motel** (original receipt and proof of payment required)

- Claimant should select the most cost-effective hotel possible that meets your business requirements to a maximum of \$189. Prior approval from the Administrative Director is required to book hotels about this rate.
- If a group room block is available for the event, claimant should select a room from the room block / at the group rate. The claimant is responsible for covering costs above group rates.

b. **Private Lodging** (receipts are not required)

Claim \$50 per night when private lodging is arranged (e.g. staying with friends)

7. **Meal Costs**

See Travel Claim Form front page for meal allowances

8. **Miscellaneous Expenses**

- *laundry charges*, after 7 consecutive days away, with original receipts;
- other miscellaneous expenses incurred when travelling (e.g. *business calls, courier and photocopying charges*) can also be claimed if they pertain to business and are supported by original receipt.

9. **Incidentals (receipts not required)**

\$17.30 per night may be claimed for incidental expenses

10. **GST**

Expenses paid personally by claimant are subject to GST and the GST can be claimed.