

TRAVEL GUIDE

BEFORE YOU GO:

- ✓ Complete travel advance form
- ✓ Obtain itinerary/event information
- ✓ Get appropriate approvals and related account codes
- ✓ Printout airfare details (even if you are driving for airfare equivalency)
- ✓ Submit complete package to Finance Department/Castlegar Campus, **two (2) weeks** in advance of travel
- ✓ Consult College Travel Policy 9400 (myselkirk.ca)

TRANSPORT:

GETTING THERE:

1. **Flight** – where available (Vancouver, Victoria, Calgary, etc.)
 - Domestic (www.aircanada.com)
 - International (travel agent – i.e. Glacier Travel)
2. **Mileage** – reimbursable @ \$.50/kilometre only, up to economical airfare equivalency. For those with an automobile allowance, only reimbursable @ \$0.16/kilometre for travel outside of geographical region.
3. **Car Rental** – check College-approved providers
<http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/goods-and-services-catalogue/daily-vehicle-rentals/in-province>

GETTING AROUND:

1. Use most economical method (i.e. light-rail)
2. If you choose to drive instead of fly, other costs related to driving are not reimbursable (i.e. parking, tolls, ferries, extra meals). Vicinity mileage – breakout separately – can claim
3. Keep receipts: tolls, ferries, gas, etc.

ACCOMMODATION:

1. Use the most economical location and accommodation.
2. Book a room within reasonable proximity to venue. Use <http://csa.pss.gov.bc.ca/businesstravel/> to obtain Provincial Government Rate
3. Obtain hotel folio for travel clearing
4. Private accommodation (family or friend) – claim at \$35.00/night

MEALS:

1. Claim per diem, if meal(s) not provided.
Allowance for domestic travel is:
Breakfast: \$12.00, Lunch: \$15.00, Dinner: \$25.00
Allowance for travel outside of Canada as per federal guidelines: http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

WHEN YOU RETURN:

1. Complete yellow copy of travel advance form with actual expenses
2. Attach all original receipts
3. Submit to Finance Dept./Castlegar Campus within **five (5)** working days of your return