

CHECKLIST: BEFORE YOU GO

- Complete advance section of the 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 dept.
- Castlegar campus, two weeks in advance of travel
- Finance will process and email a copy of the travel advance request (TAR)
- Consult College Travel Policy 9400 (myselkirk.ca)
- Any questions may be directed to eepayables@selkirk.ca

TRANSPORT

Getting There

1. **Flight** – where available (Vancouver, Victoria, Calgary, etc.)
 - Domestic (UNIGLOBE / www.aircanada.com)
 - International (UNIGLOBE – call for International travel)
2. **Mileage** – reimbursable at \$.50/km, up to economical airfare equivalency. For those with an automobile allowance, only reimbursable at \$0.16/km 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 for 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
3. Use <http://csa.pss.gov.bc.ca/businesstravel/> to obtain the Provincial Government Rate
4. Obtain hotel folio for travel clearing
5. Private accommodation (family or friend)
 - claim at \$35.00/night

MEALS

1. Claim per diem, if meal(s) not provided
2. Allowance for domestic travel is – Breakfast: \$12.00, Lunch: \$15.00, Dinner: \$25.00
3. Breakfast will not be reimbursed on the day of departure
4. Dinner will not be reimbursed if arrival is before 6pm on the date of return
5. Allowance for travel outside of Canada as per federal guidelines
http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

CHECKLIST: WHEN YOU RETURN

- Complete the actual expenses section of the TAR form
- Attach all original receipts
- Submit to finance dept. - Castlegar campus within seven working days of your return