



UNION OF B.C. MUNICIPALITIES

UBCM-FCM SMALL COMMUNITIES FUND

TRAVEL EXPENSE FORM

(Please attach all receipts for reimbursement)

NAME: _____

ADDRESS: _____

DATES: _____

LOCATION: _____

TRAVEL COSTS: Return airfare ^① from _____ to _____ : \$ _____
 Limousine (shuttle bus or taxi) charge: \$ _____
 Car mileage: ^② _____ km @ 53¢ per km \$ _____

ACCOMMODATION: ^③Accommodation for _____ night(s) [including taxes]: \$ _____

OTHER COSTS: _____

 (eg. baggage, parking) _____

TOTAL EXPENSES CLAIMED:

SIGNATURE: _____

POLICY Effective September 1, 2017

- ① Eligibility: Based on a population threshold of 55,000. FCM elected board members and committee appointments from BC are eligible to participate (within the population threshold). Only local governments that participate and pay into the fund can apply for reimbursement of travel costs from the fund.
- ② Costs may be reimbursed for the (three) regular board meetings (and associated committee/task force meetings) but not for the board meeting held immediately prior to or immediately following the annual conference or for committee meetings not held in conjunction with regular board meetings.
- ③ Accommodation expense, including hotel room taxes, to be based on single occupancy.
- ④ Meals are not covered under this policy.

UBCM OFFICE USE ONLY:

Approved by: _____

Cheque No. _____

Date: _____

Code(s): _____

Amount: _____

1.1 TRAVEL EXPENSES

- (a) FCM elected board members and committee appointments from BC are eligible to participate.
- (b) Costs may be reimbursed for the (three) regular board meetings (and associated committee/task force meetings) but not for the board meeting held immediately prior to or immediately following the annual conference or for committee meetings not held in conjunction with regular board meetings.
- (c) Eligibility is based on a population threshold of 55,000.
- (d) Only local governments that participate and pay into the fund can apply for reimbursement of travel costs from the fund.
- (e) **Travel Reimbursement:** For travel, air transportation shall be the primary method of travel as available.

The return airfare available shall be allowed, plus airline taxi service at both ends of the journey. Ferry charges will also be accepted where necessary.

Reimbursement for airport parking charges will be accepted.

The mileage allowance for car travel shall mirror the provincial government rate.

Meals are not included for reimbursement.

There are no eligible per diems under the fund.

- (f) **Hotel Accommodation Expense:** Room rental expense shall be paid on single-occupancy rate and shall be substantiated by receipts. The "provincial government" rate as it also applies to local government and UBCM should be obtained where possible.
- (g) Method of Reimbursement:
 - i. A request for reimbursement must be submitted on the approved "Travel Expense Form" with original receipts.
 - ii. The forms and receipts should be submitted to the UBCM Finance Department, attention CFO.
Address: UBCM
Unit 60 – 10551 Shellbridge Way
Richmond, BC V6X 2W9