

APPENDIX 2 – Group 1 Rates

TRAVEL EXPENSES FOR NON-BC GOVERNMENT EMPLOYEES

The following are allowable travel expenses for non-BC government employees. All travel expenses must be paid by the individual (except for airfare, which may be billed directly to the ministry). **Important: Original receipts and proof of payment are required**, except as noted below. Claims must be supported by a letter of agreement.

1. **Meal Allowances:**

Effective November 18, 2012, the following meal allowances can be claimed which must not exceed **\$48.00** per day (receipts are not required):

Departure/Return Times:

Breakfast 7:00 a.m.; Lunch 12:00 noon;

Dinner 6:00 p.m.

Full day	\$48.00
Breakfast only	\$11.75
Lunch only	\$13.50
Dinner only	\$22.75
Breakfast and lunch only	\$25.25
Breakfast and dinner only	\$34.50
Lunch and dinner only	\$36.25

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

Effective April 1, 2013, the private mileage allowance is \$.52 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

3. **Taxi and Parking:**

Taxi and parking charges will be reimbursed if original receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

4. **Car Rentals:**

Approved car rental agencies and the maximum rates for each community are listed at www.pss.gov.bc.ca/csa/categories/vehicle_rentals/vehicle_rentals_daily/vehicle_rentals_daily.html#suppliers. Other agencies are to be used only when these agencies cannot supply vehicles or when renting a vehicle outside BC. Individuals should ask for the government rate. Original receipts are required.

PAI (personal accident insurance) will not be reimbursed.

CDW/LDW (collision/loss damage waiver) will be reimbursed only when renting from a company not on the approved list for the specific community or when renting outside BC.

5. **Accommodation:**

a) **Hotel/motel** (Original receipt and proof of payment required).

Approved hotels and the maximum rates that may be claimed for rooms and supplementary items (e.g., parking) are listed in the [Accommodation Guide](#). Rates may vary between summer, winter and shoulder seasons. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

Process for Selecting Accommodation:

- Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
- Ensure the expectations of the ministry expense authority are clarified regarding the price of accommodation before travel takes place.
- Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.

If you cannot stay at any of the hotels listed in the guide due to an exceptional or emergency situation, pre-approval must be obtained from the ministry expense authority and attached to the expense claim.

b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

6. **Airfare:**

Economy airfare only will be reimbursed. Airfare should be billed to the ministry to ensure the HST paid is recovered. Bonus points must be used for government travel and are not for personal use.

7. **Miscellaneous Expenses:**

Laundry (after 7 consecutive days away), personal phone calls (one five-minute call home for each night away), ferry charges and highway tolls can be claimed if supported by an original receipt. Porterage, to a maximum of \$.50 upon arrival and \$.50 upon departure, may also be claimed (receipts are not required). Other miscellaneous expenses incurred when travelling (e.g., business calls, courier and photocopying charges) can also be claimed if they pertain to government business and are supported by an original receipt.

8. **Out-of-Province Travel:**

When individuals are required to travel out-of-province, a Travel Authorization form approved by the director must accompany the expense claim.

9. **GST:**

Expenses paid personally by the individual are subject to GST and the GST may be claimed.