



Travel Policy



2017 Links to Learning

One Economic Development Officer (EDO) plus one Land Management Officer (LMO) from each First Nation in SK may apply to have their travel and participation reimbursed. Where an EDO or LMO is not available to attend, the First Nation may designate an alternate community delegate, subject to approval.

Travel costs will be reimbursed only for pre-approved delegates. All delegates are responsible for coordinating and booking their own travel, and ensuring they comply with the Federal Treasury Board travel rates and this event's travel policies.

1.1 All reimbursement for expenses and travel will be strictly guided by this policy and by Federal Government Treasury Board Rates.

1.2 All delegates should always be regulated by the principle of using the most cost-effective approach to travel. This means:

- a) The most inexpensive form of ground transportation should be used.
- b) Excursion, Economy and reduced airfares are always preferred.
- c) Please note, car rental & accommodations at any other hotel than Radisson Hotel Saskatoon **will not** be reimbursed.

1.3 Accommodations need to be secured by emailing Danielle.Lightning@edo.ca (Cando Special Projects Coordinator).

Deadline to book your accommodations is **September 20, 2017**. Kindly email the following information to secure accommodations:

First & Last Name:

Arrival & Departure Date: (*SK Links will cover MAX. 3 nights' accommodations *Example. September 26th, 27th, 28th. You are required to book your accommodations through Danielle Lightning, other accommodations will not be reimbursed and will be ineligible.*

Best Available Phone Number:

Links to Learning will cover your stay for up to 3 nights of accommodation. ***Upgrades will not be reimbursed.** To ensure your accommodations at Radisson Hotel is covered, please book through Danielle by September 20th. **If there is a **no-show fee** for your room, this cost will be deducted from your final travel claim. If you have any questions, please contact Finance Officer Jessica Barry. For those delegates travelling longer distances & attending training Tuesday September 26th may be eligible for (1) additional night which needs to be pre-approved. Email Danielle Lightning for additional information.*

1.4 Eligible Expenses are as follows:

- a) Meals as appropriate and reasonable
- b) Mileage as per Expense Claim form rates to a maximum of the equivalent of airfare at the lowest rate
- c) Airfare - Lowest fare
- d) Taxi, shuttle, ferries (receipts required)

To be reimbursed for travel-related expenses, delegates must complete a signed detailed expense claim form, indicating costs, attaching receipts by the deadline stated below.

1.5 To be reimbursed for travel-related expenses, delegates must complete a signed detailed expense claim form, indicating costs, attaching receipts by the deadline **Friday October 13, 2017**. Signature on expense claim is required. Any expense claims received any time after this date **will not be** processed. Travel will be issued **after** October 5th

Please submit expense claims via email or fax **Attention Finance Department**

Fax: (780) 429-7487 or **Email:** Jsanderson@edo.ca

Expense Claim

Name: _____ **Inclusive dates from:** _____

Location of meeting: Saskatoon, SK **Position Title:** _____

Subject of meetings: Saskatchewan Links to Learning

Travelled from: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	
MEALS:	25-Sep-17	26-Sep-17	27-Sep-17	28-Sep-17	29-Sep-17	
Breakfast: 17.15		Included	Included	Included		\$ _____
Lunch: 18.05		Included	Included	Included		\$ _____
Dinner: 45.95						\$ _____
TOTAL MEAL ALLOWANCE						Sub total \$ _____

Incidental Expense Allowance \$17.30 x _____ days = \$ _____

Kilometre rate: SK - 46.5	Airfare (receipts required)	\$ _____
	Hotel (receipts required)	\$ _____
	Parking (receipts required)	\$ _____
	Taxi / Shuttle / Ferries (receipts required)	\$ _____
	Automobile: 46.5 per/KM	x _____ kms = \$ _____

Total Claim = \$ _____

IMPORTANT* Please make cheque payable to:

Name: _____

Address: _____

Postal Code: _____

X _____

Delegate Signature

X _____

Signature of authorizing officer
(Cando)

Please submit expense claims via fax or email:

Attention Finance Department
DEADLINE: October 13, 2017

Fax: (780) 429-7487
Email: jsanderson@edo.ca