



Primary Care + Mental Health & Wellness Summit 2019

Travel Reimbursement Guidelines

FNHA invites two (2) representatives from each BC First Nations community and will reimburse travel expenses.

In addition, FNHA extends an invitation to designated mental health and wellness affiliations. These partners will receive a direct invite from an FNHA representative, including how to register.

All attendees are responsible for arranging their own travel and accommodation to/from the forum.

There are guestroom blocks at the Westin Bayshore, Marriott Pinnacle and the Pinnacle Harbourfront Hotel at a discounted group rate of \$319 and \$325/night – participants can make hotel reservations using the online registration process.

Registration Deadline: Tuesday, May 7, 2019 at 5:00pm

Ensure to register by the deadline to guarantee your seat at the event. *After this date, registration cannot be guaranteed.*

Eligible Travel Expenses for Reimbursement (See Expense Guide – Appendix, Page 2)

Participants travelling a distance greater than 30kms (one-way) from their home to attend the Summit in downtown Vancouver are eligible to seek the following travel expenses for reimbursement:

❖ Travel:

- Roundtrip economy airfare and one baggage fee – receipts are required.
- Transportation (taxi, public transit) to & from the airport – receipts are required.
- Driving mileage using personal vehicle @ \$0.51/km.
- FNHA is unable to assume responsibility for additional charges due to personal preference including seat selection, change and cancellation fees.

❖ Accommodation:

- Maximum of 3 nights' hotel accommodation at a rate no more than \$325/night.
(Nights of May 21, 22 and 23)
- Private accommodation of \$50/night for those staying with relatives or friends.

- FNHA will only reimburse costs for a standard room charge plus tax. All incidentals including room upgrades, room service, additional meals, pets, tours, etc. are the responsibility of the attendee.
- A credit card must be presented at check-in. In lieu of a credit card, a cash deposit will need to be applied for incidentals and room functions such as pay-per-view, room service, etc.
- If you are having any issues or need assistance booking your hotel room, please email pcmhws Summit@pacegroup.com.
- **CANCELLATION:** please call the hotel directly to cancel no later than three business days before the event start date to avoid fee penalties.
- **To book:**
 - 1) Register online:
 - [Westin Bayshore](#) (Summit Venue)
 - [Vancouver Marriott Pinnacle Downtown](#)
 - [Pinnacle Hotel Vancouver Harbourfront](#)
 - 2) Click one of the room block links above to book your hotel room
 - 3) The link will open a new webpage for this event's personalized reservation website including the discounted group rate
 - 4) Complete hotel reservation details including arrival and departure dates, personal contact information
 - 5) Provide credit card to finalize and guarantee the reservation
- ❖ **Meals and Miscellaneous:**
 - Maximum of 1 Lunch per diem on May 21 (participants in transit to the event).
 - Maximum of 4 Dinner per diems on May 21, 22, 23 and 24
 - Maximum of (3) Incidentals of \$17.30 per overnight stay only on May 21, 22 and 23

Please note:

Additional travel expenses as a result of **unique, remote or extraordinary travel circumstances only** must receive prior approval in advance of incurring expenses to be considered eligible for travel reimbursement. Submit request to pcmhws Summit@pacegroup.com.

APPENDIX: Travel Expense Guide for Event Participants

1.0 Purpose

1.1 The purpose of this guide is to provide direction for expenses related to event participant travel to and from the Primary Care + Mental Health & Wellness Summit 2019. This guide is prepared to provide information on travel expense criteria and allowances, meals, vehicle and air travel, accommodation and administration for participants.

2.0 Criteria and Allowances for Travel Expenses

2.1 To be eligible for travel expense reimbursement, participants must be away from home with a minimum driving distance of 30km.

2.2 Per diem allowances may be claimed without receipts for meals, incidentals, mileage and private non-commercial accommodation as set out in the table below.

Maximum Travel Per Diem Allowances	
Meal Allowances:	
Breakfast	\$15.75
Lunch	\$15.10
Dinner	\$42.00
Full Day Meal Allowance	\$72.85
Incidental Allowance	\$17.30
Mileage Allowance	\$0.51/km
Private Non-commercial Accommodation Allowance	\$50.00

2.3 Allowances may be claimed for commercial (hotel) accommodation, with receipts, at a room rate no more than \$325/night (before taxes).

2.4 Expenses of a personal or private nature will not be reimbursed.

3.0 Meals

3.1 When on event-related travel, participants may claim allowances to cover meals and incidentals based on the rates set in the Maximum Allowances for Travel table.

3.2 The participant's approved business travel must:

- (a) start before and end after 7:00 a.m. to claim a maximum allowance for breakfast.
- (b) start before and end after 12:00 noon to claim a maximum allowance for lunch.
- (c) start before and end after 6:00 p.m. to claim a maximum allowance for dinner.

3.3 Meal allowances may not be claimed if a meal is provided at no cost to the participant, such as meals included in the participant's accommodation cost, events cost, including a business meeting.

4.0 Vehicle Travel

4.1 Mileage will be verified using Google Maps & Directions.

4.2 Departure and arrival address must be included to calculate round-trip mileage.

- 4.3 When the participant has a choice between air travel and using a personally owned vehicle, and the participant chooses to use a personally owned vehicle:
- (a) The eligible amount for reimbursement will be the lesser of the applicable economy class airfare and the vehicle mileage allowance; and
 - (b) The participant will be responsible for hotel and meals costs that would otherwise be avoided if the participant travelled by air.
- 4.4 The participant may not include the distance travelled by ferry in eligible mileage. Participants must submit receipts for ferry expenses with the claim.

5.0 Air Travel

- 5.1 Reimbursement of air travel is limited to economy airfare on regular scheduled air carriers. The participant may claim airport improvement fees, departure fees, baggage fees, and other mandatory charges, whether included in the cost of the airline ticket or charged separately.
- 5.2 Charges resulting from failure to cancel an airline reservation, or from an itinerary change due to personal preference, will not be reimbursed.

6.0 Accommodation and Incidental Expenses

- 6.1 Accommodation (hotel or private) stays are inclusive of event dates only and the night prior to the start of an event.
- 6.2 Charges resulting from failure to change or cancel a hotel reservation that is no longer needed will not be reimbursed or paid by FNHA.
- 6.3 Incidental expenses are reimbursed for overnight stays only. Receipts are not required.
- 6.4 Per hotel industry standards, a credit card or refundable cash deposit is required from each guest upon hotel check-in to guarantee personal incidental charges. The FNHA is unable to guarantee personal incidental charges on behalf of participants.

7.0 Administration of Travel Expenses

- 7.1 Participants must submit travel expense claims for reimbursement, no later than 30 calendar days following the end of the month in which the expenses were incurred – except for the final month of the fiscal year (March 31) when claims must be submitted within two working days of the fiscal year-end. Claims submitted outside these time limits may result in an adjustment to the reimbursement amount, or unpaid claims will be returned to sender with a letter of explanation.
- 7.2 For the purposes of the Primary Care + Mental Health & Wellness Summit 2019 and further to the above statement, **travel expense claims must be submitted no later than June 24, 2019.**
- 7.3 Expense claims must be accompanied by supporting documents in the form of original itemized receipts for all amounts claimed, other than maximum allowances. All receipts must show a breakdown of charges. Credit card vouchers do not qualify as original receipts. Participants must submit e-tickets for air travel. Photocopied receipts and scanned or faxed travel claims will not be processed until original receipts are received by mail.
- 7.4 FNHA reserves the right to withhold from any expense reimbursement an amount relating to GST contained within the travel and other receipts submitted if the person claiming reimbursement is a party entitled to claim a GST rebate in whole or in part.