



**BCLibraries**  
COOPERATIVE

## COOPERATIVE TRAVEL EXPENSE POLICY– rev 2023.04.11

When eligible, and for travel outside of their local area only, Co-op Board and other Members, Employees & Contractors on pre-approved Co-op business will be reimbursed at the BC Provincial Government Group II rates in effect at the time of a claim. The claim form can be downloaded here: [BCLC Travel Expense Claim Form](#)

### General

- All expenses are to be paid to the supplier (e.g., hotel, restaurant) by the person traveling.
- Individuals should pay the total amount of charges, including all applicable taxes, on payments they make and claim reimbursement for the full amount on travel claims.

### Allowable Expenses

Transportation, accommodation, meals and out of pocket expenses shall be reimbursed at the rates listed below.

#### 1. Meal Allowances

- Meal and miscellaneous expenses will only be reimbursed when business necessitates traveling more than 50 kilometers (one way) from your place of residence over a meal period. Exceptions may be made in extenuating circumstances.
- No receipts are required in order to claim travel meal allowances.
- If a meal is not required or is provided at no cost Members should indicate “meal provided” or “do not wish to claim meal” on the travel voucher.
- The following guidance is provided for partial day travel:
  1. On the day of departure if travel status begins:
    - after 7:00 a.m., breakfast cannot be claimed;
    - after 12:00 noon, breakfast & lunch cannot be claimed; and
    - after 6:00 p.m., no meals can be claimed.
  2. On the day of return, if travel status terminates:
    - prior to 7 a.m., no meals can be claimed;
    - prior to 12:00 noon, breakfast can be claimed;
    - prior to 6:00 p.m., breakfast & lunch may be claimed; and
    - after 6:00 p.m., all meals can be claimed.
- Travel status begins and ends at the designated departure and return locations. The departure and return locations may be a personal residence, or other points of assembly as designated by the Co-op spending authority.

The following meal rates are effective **April 1, 2023**:

Breakfast Only:	\$25
Lunch Only:	\$25
Dinner Only:	\$34.50
Full Day:	\$62
B&L Only:	\$36
L&D Only:	\$45.50
B&D Only:	\$45.50
Incidental Only:	\$15.00

## 2. Travel by Vehicle

- If an individual uses their own car for travel on Co-op business, that individual may claim a mileage allowance of: **\$.61 per kilometer - effective April 1, 2023**
- Please note that this rate includes a component for gas and any increased insurance required for business use.
- Parking expenses will be reimbursed - **receipts are required**
- Individuals must ensure that they have **adequate insurance coverage** with a minimum of \$500,000 third party liability coverage for their private vehicles. Vehicles rated for pleasure or to and from work use only, may be used for business purposes up to six (6) days per calendar month without breaching any of the insuring conditions.
- If an individual must rent a car while on Co-op business, the mileage allowance will not be paid. The individual may, however, claim the cost of the vehicle rental (including any gas purchased - please provide receipts).

## 3. Accommodation Expenses

- Individuals may claim the cost of overnight accommodation when necessary. The standard overnight pre-tax rate shall not exceed \$185.00 without prior approval of the Co-op spending authority.
- During peak travel seasons, where the standard overnight pre-tax rate is unavailable, individuals shall attempt to find a rate as close to the standard overnight pre-tax rate as possible, and under no conditions shall \$220 pre-tax be exceeded.
- Overnight accommodation will only be deemed necessary when Co-op business necessitates traveling **more than 50 kilometers** from your designated headquarters' area, and is pre-approved by the Co-op spending authority. All rates are exclusive of any taxes, meals, parking fees, etc.
- Reimbursement of \$37.29 per day may be claimed for private accommodation.

## 4. Ferry Travel

- Claims for the full cost of ferry travel will be reimbursed and **receipts are required**.

## 5. Bus/Taxi Costs

- Claims for bus or taxi costs while traveling will be reimbursed. **Receipts are required**.

## 6. Car Rental

- Claims for the full cost of car rental will be reimbursed. Individuals must not rent specialty, exotic or specially equipped vehicles without the prior approval of the CO-OP spending authority. **Receipts are required**.

## 7. Air Travel

- The cost of air fare is an allowable expense. The actual costs may be claimed provided receipts are attached. The most economical air fare shall be obtained.
- Airport Improvement Fee (AIF): The AIF, charged to all passengers may be claimed. **Receipts are required**.

## **8. Designated Commercial Travel Equivalency**

- When the Co-op designates transportation by commercial carrier (airline) or rental vehicle and a member requests and receives approval to use their private vehicle instead, reimbursement is based on the lesser of: the expense that would have incurred had the member travelled via the designated means; or actual cost.

## **9. Business Telephone Calls**

- The cost of business telephone calls will be reimbursed. Enter the cost as "Business Call" under miscellaneous expenses.

## **10. Personal Telephone Calls**

- Individuals on travel status who are required to obtain overnight accommodation are entitled to claim one five-minute personal call long distance call to their home for each night away. **Receipts are required.**