



# BCYHA Directors' Travel Expense Guidelines

*Revised: September 2006*

The purpose of these guidelines is to set general policies to reimburse directors for out-of-pocket expenses for travel on Association business. At the same time these guidelines are intended to help control travel costs to keep within approved budgets and ensure members are receiving value for the memberships. Directors are requested to make arrangements in sufficient time to take advantage of the lowest possible expense. Contact the BCYHA to confirm special arrangements. Receipts are required when claiming travel costs. The meeting attended must be included on the report.

## [Air Travel Expenses](#)

The Association will reimburse for the airfare of directors only, except for the spring meeting where the cost of the spouse's airfare will be covered.

## [Hotel Rooms](#)

The Association will cover the hotel cost for both the director and spouse for the date of the meeting and up to two additional days if the travel arrangements require the additional days, i.e. cost saving on air fare or availability of flights. For the Annual General Meeting in November each year, the Association will cover up to four nights accommodation.

## [Meals](#)

Meals will be reimbursed for the director only and receipts are required. The maximum allowed for meals including tips and taxes are as follows: breakfast - \$10, lunch - \$12, dinner - \$28 for a daily total of \$50.

## [Automobiles](#)

All distances will be reimbursed at 45 cents per kilometer.

## [Bus/Taxi/Parking](#)

Claims for bus and taxi costs will be reimbursed on receipted expenditures.

## [Completion of Expense Form](#)

Claims for the reimbursement of travel expenses are to be submitted to the BCYHA office. Original receipts with proof of payment must be attached to the expense report (Required by Canada Customs and Excise). If a director wishes to fax in their expense report, original documents must be supplied to the BCYHA office by mail. The purpose of the Expense Report must be stated (i.e. What meeting was attended). Please separate the GST from each receipt for accounting purposes.

**GST:** Total ÷ 1.06 = GST