

# HUU-AY-AHT FIRST NATIONS



## TRAVEL EXPENSES REGULATION

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Provisions of the *Financial Administration Act, HFNA 2011*, relevant to the enactment of this regulation: section 93 (2) (g).

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## REGISTRY OF LAWS CERTIFICATION

I certify that the *Travel Expenses Regulation* was passed by Executive Council on:

April 1, 2011



Chief Councillor Robert Dennis Sr.

I certify that the *Travel Expenses Regulation* is enacted as law on:

April 1, 2011



Ta'yii Hawilth Derek Peters

I certify that the *Travel Expenses Regulation* came into force on:

April 1, 2011



Law Clerk Connie Waddell

## TRAVEL EXPENSES REGULATION

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### **Definitions**

- 1 In this regulation:

“**Metro Vancouver**” means the Greater Vancouver Regional District;

“**ordinary place of work**” means the location at which a person usually works and if the person regularly works at 2 or more locations that location is,

- (a) for members of Executive Council, committee members and employees, the location determined by the Executive Director, and
- (b) for persons providing services under contract, the location specified in the contract;

“**ordinary residence**” means a person’s residential address as shown in Huu-ay-aht records.

### **Application**

- 2 This regulation applies to

- (a) members of Executive Council,
- (b) members of Ha’wiih Council,
- (c) committee members,
- (d) employees of the Huu-ay-aht and Huu-ay-aht public bodies, and
- (e) persons providing services under contract to the Huu-ay-aht and Huu-ay-aht public bodies.

### **Purpose**

- 3 The purpose of this regulation is to set out

- (a) who is eligible for reimbursement of travel expenses,
- (b) amounts of reimbursement, and
- (c) the process for requesting travel advances and making claims for reimbursement of travel expenses.

### **Eligibility**

- 4 (1) A person listed in section 2 is eligible for reimbursement of travel expenses if
  - (a) travel is authorized as set out in subsection (2),

- (b) the travel destination is at least 50 kilometers from both the person's ordinary residence and ordinary place of work,
- (c) the person is required to travel to fulfill their duties,
- (d) the person completes the travel, and
- (e) sufficient spending authority is available within the appropriate budget line item or budget of the Huu-ay-aht public body to cover the reimbursement.

(2) Travel described in the first column of the following table may be authorized as set out in the corresponding row of the second column:

Type of Travel	Authorization Required
Executive Council member travel on Vancouver Island and in Metro Vancouver	Authorization by Executive Council member travelling required for all their own reimbursable travel, including a declaration on a travel reimbursement claim that the travel was required to fulfill their duties
Ha'wiih Council member travel on Vancouver Island and in Metro Vancouver	Authorization by Executive Director or designate required for all reimbursable travel
Committee member travel on Vancouver Island and in Metro Vancouver	Authorization by committee chair or Executive Director or designate required for all reimbursable travel
Employee travel on Vancouver Island and in Metro Vancouver	Authorization by employee's supervisor or the Executive Director or designate required for all reimbursable travel
Executive Director travel on Vancouver Island and in Metro Vancouver	Authorization by Executive Director required for all his or her own reimbursable travel, including a declaration on a travel reimbursement claim that the travel was required to fulfill his or her duties
Contractor travel on Vancouver Island and in Metro Vancouver	Authorization by person indicated on contract as primary contact or by Executive Director or designate required for all reimbursable travel
Executive Council member, Ha'wiih Council member, committee member, employee or contractor travel outside of Vancouver Island and Metro Vancouver	Authorization by Chief Councillor or designate

(3) A meeting invitation sent or authorized by a person who has the authority to authorize travel or by the Executive Director is sufficient evidence that travel on Vancouver Island or in Metro Vancouver is authorized.

- (4) A person is not eligible for reimbursement of travel expenses for travel between the person's ordinary residence and ordinary place of work.

**Amount to be reimbursed**

- 5 Reimbursement of travel expenses described in the first column of the following table must not exceed the amount set out in the corresponding row of the second column:

Category of Travel Expense	Amount of Reimbursement
Meals	Actual amount not including tip or alcohol, supported by receipt  No amount is reimbursable if the meal is provided or paid for by another person
Incidentals	<b>\$17.50</b> per night, no receipt required
Hotel	Up to <b>\$110</b> per night on Vancouver Island Up to <b>\$140</b> per night in Metro Vancouver and elsewhere  Limit does not include taxes Receipt required
Private accommodation	<b>\$30</b> per night for overnight travel when private accommodation used  No receipt required
Use of personal vehicle	<b>\$0.506</b> per kilometre paved road  <b>\$0.537</b> per kilometre gravel road  Parking costs fully reimbursable with receipt
Use of rental vehicle	Rental vehicle may be used when cost is less than or equal to use of private vehicle  Minimal cost vehicle consistent with roads being traveled on must be used
Other mode of travel	Travel costs resulting from another mode of travel including taxis, airfare, ferry costs may be claimed in full  Mode of transportation chosen must be least expensive consistent with travel circumstances. If a more expensive mode of transportation is chosen reimbursement must not exceed the cost for least expensive option  Receipt required

**Travel advances**

- 6** (1) An Executive Council member, Ha'wiih Council member, committee member or employee authorized to travel may apply to the Executive Director for a travel advance if the expected travel claim is
- (a) at least **\$500** for Executive Council members, the Executive Director and director-level employees, or
  - (b) at least **\$200** for Ha'wiih Council members, committee members and employees not covered by paragraph (a).
- (2) An application under subsection (1) must include
- (a) the dates of travel,
  - (b) the purpose of travel,
  - (c) the travel destination,
  - (d) an estimate of the travel claim,
  - (e) a statement that travel was authorized and by whom ,
  - (f) an authorization for any balance owing after 30 days from a travel advance to be deducted from amounts to be paid to the person by the HUU-AY-AHT government, or a HUU-AY-AHT public body, including salary, honoraria and travel claims, and
  - (g) the applicant's signature and the date of the application.
- (3) The Executive Director may authorize a travel advance to be issued if
- (a) the requirements of subsection (1) and (2) have been met, and
  - (b) the applicant is not prohibited from receiving a travel advance under subsection (6).
- (4) A travel advance is an amount owing to the HUU-AY-AHT government or a HUU-AY-AHT public body by the recipient of the advance until
- (a) the debt has been discharged by submitting a travel claim offsetting some or all of the advance, and
  - (b) any remaining debt has been repaid.
- (5) A person receiving a travel advance must submit a travel claim in accordance with section 7 within 30 days, accompanied by payment of any balance owing to the HUU-AY-AHT government or a HUU-AY-AHT public body from the travel advance.
- (6) A person may not receive a travel advance if
- (a) an outstanding travel advance exists for which a travel claim has not been submitted, or
  - (b) the balance owing to the HUU-AY-AHT government or a HUU-AY-AHT public body from a travel advance remains unpaid for more than 30 days after the date on which the travel advance was issued.

**Travel claim**

- 7** (1) A person authorized to travel must submit a travel claim to
- (a) be reimbursed for travel, and

- (b) offset a travel advance debt, if applicable.
- (2) A travel claim must include
  - (a) the dates of travel,
  - (b) the purpose of travel,
  - (c) the travel destination,
  - (d) itemized travel costs, with applicable taxes separately identified,
  - (e) receipts as required under section 5,
  - (f) a statement that travel was authorized and by whom, and
  - (g) the applicant's signature and the date of the claim.
- (3) A travel claim must be paid if
  - (a) the amounts claimed are in accordance with this regulation,
  - (b) travel is authorized,
  - (c) sufficient spending authority is available within the appropriate budget line item to cover the reimbursement,
  - (d) the claim is submitted within 30 days of travel, and
  - (e) the claim is honest and accurate.
- (4) The Executive Director may
  - (a) pay an amount different from the amount claimed, or
  - (b) deny the claimif the claim does not comply with subsection (3).
- (5) The Executive Director's decision under subsection (4) may be appealed to the tribunal.

**Annual review**

- 8** The Finance Committee must
  - (a) review this regulation by March 31 of each year,
  - (b) compare the provisions of this regulation with the travel expense policy of the Nuuchahnulth Tribal Council, and
  - (c) make recommendations to Executive Council.

