



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**TRAVEL EXPENSES REGULATION
AMENDMENT REGULATION, 2017**

Provisions of the *Financial Administration Act*, HFNA 7/2011, relevant
to the enactment of this regulation: section 93

REGISTRY OF LAWS CERTIFICATION

I certify that the *Travel Expenses Regulation Amendment Regulation, 2017* was passed by Executive Council on April 27, 2017:




Chief Councillor Robert Dennis Sr.

I certify that the *Travel Expenses Regulation Amendment Regulation, 2017* is enacted as law on April 27, 2017:



Ta'yii Hawilth Derek Peters

I certify that the *Travel Expenses Regulation Amendment Regulation, 2017* came into force on April 27, 2017:



Law Clerk

Travel Expenses Regulation Amendment Regulation, 2017

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Amendments

1 *The Travel Expenses Regulation, HFNR 14/2011 is amended:*

(a) *By repealing section 1 and substituting:*

“In this regulation:

“**authorized travel**” means travel authorized in accordance with section 4;

“**government credit card**” means a Huu-ay-aht First Nations government credit card issued in accordance with section 8;

“**government card holder**” means a person to whom a Government Credit Card has been issued in accordance with section 8;

“**Metro Vancouver**” means the Metro 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, the location determined by the Chief Councillor,
- (b) for members of the Ha’wiih Council, the location determined by the Ta’yii Hawilth,
- (c) for committee members, the location determined by the committee chair,
- (d) for government 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.;

“**reimbursable business trip**” means travel for the purposes of Huu-ay-aht government business to a meeting or other event at a location that is either greater than 200 km from the ordinary place of business of the person doing the travelling or is to a location where travel by ferry or air is required and the total round trip travel time from the person’s ordinary place of business exceeds four hours.”

- (b) ***In subsection 3(c) by striking out “and” and adding “and using a government credit card to pay for travel expenses” immediately following “expenses”.***

(c) *In subsection 4(2) by repealing the table and substituting:*

Type of Travel	Authorization Required
Executive Council member travel on Vancouver Island and in Metro Vancouver	Authorization by Tyee Ha'wiih or Executive Director for Chief Councillor required for all reimbursable travel Authorization by Chief Councillor or Executive Director for all other members of Executive Council required for all reimbursable travel
Ha'wiih Council member travel on Vancouver Island and in Metro Vancouver	Authorization by Ta'yii Halwilt or 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
Personal vehicle use by employee	Authorization by director supervisor

(d) *In section 4 by repealing subsections (3) and (4) and substituting:*

- (3) A meeting invitation sent by a person who has the authority to authorize travel on Vancouver Island and in Metro Vancouver is deemed to be authorization by that person for travel by the person to whom the invitation is addressed.
- (4) In determining whether to authorize travel, the person with the authority to authorize travel must consider whether more cost efficient alternatives, such as attending by video conference, teleconference or via another remote meeting solution, are possible, appropriate and available.”

(e) *By repealing section 5 and substituting:***“Amount to be reimbursed**

- 5** (1) 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	<p>Meals bought while on a reimbursable business trip are reimbursable for the actual amount paid, including taxes and tip, <u>up to the maximum amount</u> as follows:</p> <p>Breakfast – \$25.00</p> <p>Lunch – \$25.00</p> <p>Dinner – \$50.00</p> <p>No amount is reimbursable if the meal is provided or paid for by another person.</p> <p>All amounts claimed for meals must be supported by a receipt. Any amounts above the maximum cannot be authorized.</p> <p>Alcoholic beverages are not reimbursable.</p>
Incidentals	\$17.50 per night of a reimbursable business trip, no receipt required
Hotel	<p>Accommodations required on a reimbursable business trip are reimbursable up to the maximum amount as follows, not including taxes:</p> <p>–Metro Vancouver and Capital Regional District or major urban centres outside of British Columbia - \$225 per night</p> <p>Other - up to \$175 per night</p> <p>Any additional fees for additional guests, including spouse or children, personal phone calls, movies or other additional room charges not related to the reimbursable business trip are not reimbursable.</p>
Private accommodation	<p>\$30 per night for overnight travel when private accommodation used on a reimbursable business trip</p> <p>No receipt required</p>
Use of personal vehicle for authorized travel	\$0.475 per kilometre paved road

Category of Travel Expense	Amount of Reimbursement
	\$0.506 per kilometre gravel road
Use of rental vehicle	Rental vehicle may be used when cost is less than or equal to use of private vehicle for authorized travel Minimal cost vehicle consistent with roads being traveled on must be used
Parking costs	Fully reimbursable for authorized travel
Other mode of travel	Travel costs resulting from another mode of travel for authorized travel including public transit, taxis, airfare, ferry costs and road use tolls 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

- (2) The most cost effective means of travel is to be selected giving consideration to specific expenses associated with available forms of travel and accommodation and the rate of pay of the individual travelling.
- (3) For greater certainty, the following expenses are not reimbursable under this regulation:
 - (a) expenses for travel between the person’s ordinary residence and ordinary place of work,
 - (b) tips,
 - (c) beverages containing alcohol,
 - (d) traffic and parking tickets,
 - (e) any unauthorized expenditures over the maximum amounts set out in section 5(1), unless exceptional circumstances exist and advance authorization has been given in accordance with subsection (4),
 - (f) expenses for which no receipt is submitted,
 - (g) expenses in excess of the most cost-effective means of travel, and
 - (h) meals which are not bought in the course of a reimbursable business trip.
- (4) Where exceptional circumstances exist, the Executive Director may authorize reimbursement of expenses in excess of the maximum amounts set out in subsection (2), provided that the authorization is sought in advance and the reason for the extra expense is reasonable and the travel is reasonably necessary.”

- (f) ***In section 6 by repealing subsection (2) and substituting:*** “(2) An application under subsection (1) must be in the form approved by the Executive Director.”
- (g) ***By adding the following text immediately following section 7 and renumbering section 8 to section 9:***

“Government Credit Card

- 8** (1) The Executive Director may authorize the issuance of a government credit card to a member of Executive Council or to the Executive Director.
- (2) A government card holder must not:
- (a) use a government credit card to make purchases other than those related to reimbursable travel expenses as set out in section 5;
 - (b) use the government credit card to obtain cash advances,
 - (c) use the government credit card after the government card holder ceases to be a member of government, or
 - (d) allow anyone other than the government card holder to use the government credit card.
- (3) A government card holder must submit a travel claim in accordance with section 7 promptly upon returning from any travel where an expense was incurred on the government credit card and must include with the travel claim copies of credit card receipts for all charges incurred.
- (4) An amount charged to a government credit card is an amount owing to the HUU-AY-AHT government by the person who made the charge until
- (a) the amount has been discharged by submitting a travel claim offsetting the amount charged on the government credit card, and
 - (b) any remaining amount owing has been repaid.”

Commencement

- 2** This regulation comes into force on the date of its enactment by Executive Council.

Consolidation

- 3** The Law Clerk is directed to consolidate the *Travel Expenses Regulation*, HFNR 14/2011 to include the amendments contained in this regulation.