TRAVEL DIRECTIVES - Prince George, BC, February 10, 2020

**ACCOMMODATION**

In accordance with the National Joint Council Travel Directive (NJC), accommodation may be reimbursed on the following days, pending on your travel arrangements: **February 9 and 10, 2020**. Should your travel arrangements require additional nights, please let us know in advance so we may advise.

- You are responsible for booking and paying for your own accommodation. You will be reimbursed following the event, as part of your travel claim.
- You must ensure that the daily hotel room rate **does not exceed the city rate limit of $127.00 per night**.
- If you reserve a room at a higher rate than the permitted limit, please be informed that you may only be reimbursed for the limit indicated.


**MEALS – DAILY ALLOWANCE**

Your meals will be provided with a meal allowance for the duration of your trip, in accordance with the National Joint Council (NJC) Travel Directive.

- Breakfast and lunch will be provided on the day of the event as part of the consultation event. Therefore, no allowance may be reimbursed for these meals.


**TRANSPORTATION**

Travel by CAR (personal vehicle)

Your mileage will be reimbursed, in accordance with the National Joint Council (NJC) Travel Directive.

- The rate payable in cents per kilometer is as follow:
  - For British Columbia: 54 cents/km
  - Note that gas expenses are included in the rate.


Travel by AIR

Your airfare will be reimbursed.

- You must book your airfare at the economy rate or at the lowest rate available.
- If there is no more economy of flex rate available, **YOU MUST** contact us by e-mail with a justification in order to obtain our approval prior to booking this flight.
- Note that we strongly encourage participants to choose the most economic mode of transportation, while prioritizing safety based on distance and weather conditions.

**Other Expenses (parking, tolls, bus, taxi, shuttle/ferry)**

Other expenses will be reimbursed, upon presentation of a receipt.

- For taxi, kindly note that only the following itineraries will be eligible for reimbursement:
  - Residence to airport – Airport to residence
  - Airport to hotel/venue – Hotel/venue to airport
  - Hotel to venue – Venue to hotel