

# Quick Reference Guide

The following principles will guide Eligible Individuals in business travel decisions:

- Taxpayer dollars are used prudently with the intention of delivering best value;
- Risk to any person or the environment is minimized; and
- Environmental and sustainability factors are considered.

## Travel Expense Reimbursement Rates (effective August 5, 2022)

The reimbursement rates shown below apply to Travel Expenses incurred by Eligible Individuals, as defined in [AP0300](#) Travel Expense policy

Expense Type	Section Reference	Eligible Individuals' Reimbursement Rates			
<b>Hotel Accommodations</b>	Travel User Guide 2.6	<p><b>Within BC:</b> Modest accommodation at best price using BC Government approved rates  <b>Within Canada (outside BC):</b> Modest accommodation at best price using Government of Canada approved rates  <b>Outside Canada:</b> Modest accommodation at best price considering market rates at destination</p> <p>Hotel must be greater than or equal to 75 kilometers from the Eligible Individual's Designated IH worksite. Exceptions: safety concerns including weather; road conditions; travel required after hours OR non-contract employee residing within the boundaries of BC, outside of IH region and traveling under Section 3.6 of <a href="#">AU1300</a>.IH worksite</p>			
		<p><b>\$30</b> per night without a receipt for private accommodations (in lieu of commercial accommodation expenses)</p>			
<b>Rental Vehicles</b>	Travel User Guide 2.3(c)	BC Government approved rates plus fuel. Compact cars are first choice. Insurance is to be declined within BC. Hybrids or electric cars encouraged if cost is reasonable when considering fuel savings.			
<b>Vehicle Insurance</b>	Travel User Guide 2.3(d)				
<p><b>Premium Differential</b> Use <a href="#">Vehicle Insurance Package</a></p>		Refer to link for allowable premium differences by bargaining group.			
<b>Meals (rate includes tax and tip)</b>	Travel User Guide 2.5	<b>Non-Contract</b>	<b>Unionized</b>		
			<b>Nurses</b>	<b>Facilities</b>	<b>Community</b>
			The rates within this schedule apply only when rates are not specified in the applicable collective agreement.		
<b>Breakfast</b>	\$ 18.50				
<b>Lunch</b>	\$ 22.00				
<b>Dinner</b>	\$ 28.00				
<b>Full Day</b>	\$ 68.50				
<b>Mileage Rate (Per KM)</b>	Travel User Guide 2.3(d)				
<b>Per Kilometer Rate</b> (first 5,000 km in calendar year)		\$ 0.61			
<b>Per Kilometer Rate</b> (all km after 5,000 in calendar year)		\$0.55			
<b>Minimum Claim Amount</b>		\$ 2.00			