



Interior Health's Capital Planning and Projects department shall provide reimbursement of expenses while conducting authorized Interior Health (IH) business. Consultants fall under the category of "Cost Recoverable Contractors" and are entitled to the Province of British Columbia negotiated rates.

The Consultant (which includes the staff of the firm assigned to the specific project) must pay all expenses directly prior to requesting reimbursement. Expenses cannot be direct billed to IH except in unusual circumstances and with prior written approval from IH.

The following guidelines in conjunction with the Expense Worksheet in Section 4 are to be used to determine the applicability and reimbursement limits for claims by Consultants:

### **1. TRAVEL EXPENSES:**

Every effort should be made to secure the most practical routing, scheduling, and economical mode of travel.

**HEADQUARTERS AREA** is defined as the area within 40 Kilometers of where one ordinarily performs their duties. Expenses within a Headquarters Area are not eligible expenses (includes mileage to the local airport, meals, and sundry expenses at the local airport). The consultant must be outside their Headquarters Area to be eligible to claim travel, meal, and accommodation expenses. Parking at the local airport or taxi to and from the local airport are eligible expenses and will be reimbursed.

#### **1.1 GOVERNMENT RATES:**

**When booking rental cars or accommodations, Consultants are to request the Provincial Government Rate.** IH will provide a letter of introduction (or government rate letter), identifying the person as a government contractor, upon request, as this may be required to obtain the government rate. Further information on the Corporate Supply Arrangements, (CSA's) for Vehicle rentals and Hotel Accommodation is available in the BC Government Goods and Services Catalogue using the following links:

**Accommodations:** [BC Government approved rate](#) (within BC all hotel levies are to be included in this rate.)

**Vehicle Rentals:** [BC Government approved rate](#) go to List of Suppliers section and click on the Vendors by Location link (when renting please request the Corporate I.D. be added to the rental agreement.)

IH is to be notified if the Consultant experiences difficulties with obtaining government negotiated rates.

#### **1.2 VEHICLE INFRACTIONS:**

Expenses associated with parking fines, driving violations and towing/impoundment are the responsibility of individuals driving and are not reimbursable. This applies to private or leased/rented vehicles.

### **1.3**    **MILEAGE:** (Receipts NOT required)

The total mileage per trip is to be entered on the expense worksheet. The current mileage rate is **\$0.72 per kilometer**. This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of fuel and maintenance. Damage to private vehicles is the responsibility of the owners. Travel time is not considered to be a reimbursable expense.

Mileage claims must include date, purpose of travel and number of kilometers claimed. Mileage as per Google Maps (<https://maps.google.ca/>) or similar application should be used for determining mileage travelled.

### **1.4**    **TAXI:** (Receipts required listing the fee, tax, tip, and total)

Taxis to and from the local airport are acceptable; however, it is expected that the most economical method will be used (i.e. shuttle service, etc.). If the distance is shorter from an employee's home to the airport than from their headquarters, then it is expected this route will be chosen. A maximum of 15% gratuity will be allowed and must be identified on the receipt.

### **1.5**    **PARKING:** (Receipts required – for parking receipts that do not break out the GST please breakout and only claim the pre-GST value on the spreadsheet)

Parking charges at a local airport will be reimbursed for economy and/or long-term parking only. Parking receipts for short term or hourly rates that exceed the daily rate will be reimbursed to a maximum of the normal economy daily rate.

### **1.6**    **FERRY or TOLL CHARGES:** (Receipts required)

Ferry charges and highway tolls can be claimed when it is a necessary charge for travel for the specific project.

### **1.7**    **AIRFARE:** (Receipts require showing all flight details and charges)

Economy airfare ONLY will be reimbursed. Additional charges such as seat selection and on-board sundries are not reimbursable expenses. Airport improvement fees are reimbursable whether included in the cost of the airline ticket or purchased separately. The cost of one checked bag per flight is acceptable, if not included in the airfare rate, and will be paid based on receipt submitted. The cost of standard flight cancellation insurance, where applicable and economically practical, shall also be covered; however, additional personal flight insurance is at the discretion and expense of individuals travelling.

### **1.8**    **CAR RENTALS:** (Receipts showing all rental details and charges required)

- i. Drivers must be 19 years or older and have a valid driver's license.
- ii. The daily rate for each vehicle type is based on a 200 km per day usage.
- iii. Individual coverage such as Peace of Mind or PAI (personal accident insurance) will not be reimbursed.
- iv. CDW /LDW (collision/loss damage waiver) is included in the government rate. Claims for CDW/LDW will only be reimbursed when renting from one of the identified companies located outside British Columbia
- v. Refueling or cleaning surcharges or GPS or other optional equipment rentals will not be reimbursed.

- vi. Unless previously authorized, **Type E (compact passenger) cars are to be rented**. Hybrid vehicles are recommended when the additional costs are no more than 15% in comparison to the same non-hybrid vehicle category.
- The following link lists the location of all approved agencies in BC and their government rates: [BC Government approved rate](#) and are also listed below, please ensure the Corporate I.D. is provided and noted on the rental agreement.

- Budget Car and Truck Rental – **Corporate I.D. A162000**
- Enterprise Rent-A-Car Canada Ltd – **Corporate I.D. 4Ca1000**
- National Car Rental Inc. – **Corporate I.D. 4ca1000**
- Hertz Canada Ltd. – **Corporate I.D. 2108023**
- Driving Force – **Corporate I.D. CS000898**

**1.9 MEAL ALLOWANCES:** (Receipts NOT required – see per diem rates. Alcohol will not be reimbursed)

If IH supplies any of these meals the per diem cannot be claimed for that meal. (Example: IH supplied lunch for meeting). Eligibility for reimbursement of reasonable meal expenses on the day of departure and return are as follows:

- a. Departure – if travel begins:
- Prior to 7:00 a.m., all meals
  - After 7:00 a.m., lunch and dinner only
  - After 12:00 noon, dinner only
  - After 6:00 p.m., no meals can be claimed.
- b. Return – if travel terminates:
- Prior to 7:00 a.m., no meals can be claimed.
  - Prior to 12:00 noon, breakfast only
  - Prior to 6:00 p.m., breakfast and lunch only
  - After 6:00 p.m., all meals

Breakfast only	\$18.50
Lunch only	\$22.00
Dinner only	\$28.00
Full Day	\$68.50

**1.10 ACCOMMODATIONS:** (Receipts required – will be paid as per actual cost. Receipts submitted that exceed the maximum daily limit will be paid out at maximum rate)

Information on the hotel rates is available at the government website: [BC Government approved rates](#).

Consultants can ask for these rates when traveling on IH business.

Accommodations for out-of-town travel will be reimbursed to a maximum as follows:

- Summer (May 1 to September 30) \$200.00 maximum
- Winter (October 1 to April 30) \$150.00 maximum

Laundry, portage, personal expenses (newspapers, etc.), personal phone calls are not eligible for reimbursement

**Private accommodation may be used instead of commercial accommodation and can be claimed at a per diem rate of \$30.00 per night.**

## **2. MISCELLANEOUS EXPENSES:**

Miscellaneous expenses will be paid if supported by receipts and in IH's opinion are necessarily incurred by the Consultant in providing the service. The IH Project Manager assigned to the specific project is to be contacted for approval **prior to** incurring any miscellaneous expenses the Consultant intends to submit a claim for.

All costs associated with communication (i.e. cell phone charges), shipping, computer plotting, word processing charges, in-house photocopying and commercial printing are to be included within the fixed and/or hourly rate fee provided.

## **3. OUT-OF-PROVINCE TRAVEL:**

When the Consultant is British Columbia based and is required to travel out-of-province for business related to the specific project, a Travel Authorization must be submitted to and approved by IH prior to start of travel. The final approved Travel Authorization form must accompany the expense claim invoice.

## **4. EXPENSE CLAIM INVOICE INSTRUCTIONS**

It is required that two separate invoices be submitted each month, one for fees and the other for reimbursable expenses. This will ensure that if there are any issues with the reimbursable expense claim it will not delay payment on the fee claim.

The Reimbursable Expense Worksheet and supporting receipts, as required, must accompany invoices. Total expense excluding GST is to be entered into the Reimbursable Expense Worksheet. The worksheet subtotal amount should be the value of the Invoice excluding GST. GST must be applied separately to the Invoice and not be included on the Reimbursable Expense Worksheet.

Total maximum allowable amounts and per diems are excluding GST.

Receipts must show details of all purchases, including any fees and taxes included in the total. Photocopies of receipts are accepted; however please ensure details are legible.

Reimbursable Expense Worksheet can be found at the following link [Reimbursable Expense Worksheet](#).

No handling or administrative charges will be accepted by IH.

Expense Invoices must be submitted no later than one month after the expense is incurred. Late submissions may be subject to non-payment. **The Reimbursable Expense Worksheet and appropriate receipts must accompany the expense claim invoice.**

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