

Travel Policy 2019 YK L2L

One Lands Manager and one Economic Development Officer. A representative, such as a Director, Manager or Councilor, responsible for this portfolio from each Yukon First Nation may also register as one of the **2 delegates**.

Travel costs will be reimbursed only for pre-approved delegates. All delegates are responsible for coordinating and booking their own travel, and ensuring they comply with the Federal Treasury Board travel rates and this event's travel policies.

1.1 All reimbursement for expenses and travel will be strictly guided by this policy and by Federal Government Treasury Board Rates.

1.2 All delegates should always be regulated by the principle of using the most cost-effective approach to travel. This means:

- a) The most inexpensive form of ground transportation should be used.
- b) Excursion, Economy and reduced airfares are always preferred.

1.3 Accommodations can be booked at one of the room blocks set aside for delegates. Please book before June 1, as these room blocks will fill fast.

Yukon Inn

Contact:

Joe Beckett

867-633-8526

joe@yukoninn.com

Town and Mountain

Contact:

Kayle

867-668-7644

kayle@townmountain.com

Days Inn

Contact:

Nik

867-668-4747

fd@daysinnwhitehorse.com

Please note that delegates will be responsible for booking their own accommodations.

1.4 Eligible Expenses are as follows:

- a) Meals as appropriate and reasonable
- b) Mileage as per Expense Claim form rates or lowest option that applies
- c) Airfare - Lowest fare
- d) Parking, taxi, shuttle (receipts required)
- e) Accommodation rather than travel expense (receipts required)

To be reimbursed for travel-related expenses, delegates **must** complete a detailed expense signed claim form, indicating costs and attaching receipts by the deadline stated below.

1.5 The deadline to submit expense claims is **June 30, 2019**. Any expense claims received any time after this date will not be processed, no exceptions. Travel reimbursement will be processed and mailed out after the deadline.

Please submit expense claims via email or fax to:

Attention Finance Department

Fax: (780) 429-7487

Email: JSanderson@edo.ca