



# Travel Policy & Rates

## Available Funding

Eligible businesses can apply for a travel cost reimbursement for travel within BC, to a maximum of \$1,500 per business and may include:

- Flights
- Bus Transportation
- Car Rental
- Accommodation
- Meals
- Ferries
- Tolls
- Parking
- Taxi Fare
- Public Transit

*\*Please note: Travel costs for training outside of BC will normally not be approved.. Community Futures British Columbia reserves the right to reimburse travel costs outside of BC at 80% where the overall cost of training and travel is lower outside of BC.*

- Travel costs must be identified for approval at the time of application.
- Note: Travel costs are only eligible if training is over 100km from the business location
- Community Futures British Columbia reserves the right to determine whether the travel costs are eligible and reasonable in relation to the cost of training.
- All travel costs must be aligned with training dates.
- Selected mode of travel must be the most economical.
- Flight seat selection charges, incidental charges and gratuities are not eligible.
- All travel expense receipts must be retained and available for review if requested.

## Meals – Eligible Costs

Breakfast:	\$12.75	Fixed
Lunch	\$14.75	Fixed
Dinner	\$25.50	Fixed

## Accommodation – Eligible Costs

Accommodation	\$130.00	Maximum / day
Private Accommodation	\$50	Fixed

## Mileage – Eligible Costs

Mileage is reimbursed where the distance from the place of business and the training location is greater than 50km. Mileage is claimed for the distance greater than 50km – i.e., if the training is 100 km away the member would be reimbursed for (100-50) + (100-50) km.

Mileage	\$0.55/km over 50km	Fixed
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## Airfare – Eligible Costs

Airfare	\$800	Maximum
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## Incidentals

Incidentals may be covered to a maximum of \$50 per day if training is over 50Km one way which includes:

- Parking
- Taxi Fare
- Public Transport

## Other Travel Costs - Eligibility

Other travel costs are eligible if:

- There is no similar training available less than 50 Km one way.