



**This form MUST BE completed prior to any Speaker Authorized MLA travel outside the province.
This form DOES NOT apply to Parliamentary Committee Business Travel.**

Name of MLA Phone

Purpose of Travel

Destination - City, Prov/State Country

Departure Date Return Date Sponsoring Entity (if applicable) - name of organization paying for this trip or a portion of this trip.

Estimated Travel Costs:	Total
Airfare:	<input type="text"/>
Ground Transportation:	<input type="text"/>
Accommodation:	<input type="text"/>
Meal Allowances and Incidentals:	<input type="text"/>
Registration Fee for MLA attending:	<input type="text"/>
Other:	<input type="text"/>
Subtotal:	<input type="text"/>
Less: Sponsoring Entity Reimbursement (if applicable)	<input type="text"/> <i>enter as a negative e.g. -500</i>
Total:	<input type="text"/>

Authorization:

Signature of Caucus Chair or Whip: _____ Date: _____
(print name below)

The signed form must be added to the required **Spend Authorization in Workday** with additional information to support the travel request, such as an invitation email/letter, program, agenda, or other background materials.

For Office of the Clerk Use Only (mark applicable box(es) to identify coding type and budget availability):

Type of Budget Expense	Coding	
MLA Registration Fees	8207	<input type="checkbox"/>
MLA Conference Travel (e.g., CPA, APF)	8208	<input type="checkbox"/>
MLA Out-of-Province Travel (e.g., PNWER)	8209	<input type="checkbox"/>



This document summarizes allowable expenses outlined in the Speaker Authorized Travel Policy located in the Members' Guide to Resources and Policies (<http://members.leg.bc.ca/getting-started/travel-guidelines>). In the event of a discrepancy between this summary and the policy, the policy shall govern.

The following are allowable travel reimbursement expenses for MLAs who have been approved by the Speaker and their Whip or Caucus Chair to travel outside the province on official business, such as attending Commonwealth Parliamentary Association conferences. **Any travel outside the province requires prior written approval by the Speaker and their Whip or Caucus Chair to be eligible for reimbursement.**

Members can claim reasonable, necessary out-of-pocket expenses relating to travel, including: air fare; ferry costs; mileage when using a private vehicle consistent with allowable rates (see Out-of-Constituency Travel Guidelines); car rentals; bus or transit fare; accommodation; parking; and taxis. The means of travel chosen needs to be operationally feasible and cost effective. Expenses incurred for a Member's spouse or family member other than acting in a capacity of a personal attendant to a physically disabled member, are not reimbursable.

If MLAs combine personal and business travel, reimbursement is based on the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diems will not be paid and expenses incurred will not be reimbursed except to the extent that they would have been paid and/or reimbursed had the personal travel not taken place.

Airfare: The most economical airfare for air travel considering operational requirements is required. Members are permitted airfare upgrades to executive or business class where the in-flight travel is four hours or more, and the travel is required to fulfil their duties while on Speaker authorized travel. Travel loyalty program benefits, such as airline frequent flyer points or hotel points that are accumulated by Members while travelling on Speaker authorized travel, should not be used for personal benefit. Such benefits or discounts should be applied only against future business travel or donated to charities associated with the program. Benefits accumulated while travelling on Speaker authorized travel should not be used beyond a Member's term in office.

Ground Transportation: Ferry charges, train fares, highway tolls, car rentals, parking and taxi charges will be reimbursed if receipts are provided.

Accommodation: For out-of-country or U.S. accommodation, Members will be reimbursed for actual commercial accommodation expenses for the travel location up to those rates established by the federal government through their standing offer arrangements for accommodation. Refer to this federal accommodation site for rate information (see link below). Reimbursement will be made for room charges for the night before a meeting, event or conference, up to and including the last night the meeting, event or conference. Members wishing to arrive early or stay additional nights following a meeting, event or conference will do so at their own expense or upon approval by the Speaker. (<http://www.tbs-sct.gc.ca/psm-fpm/pay-remuneration/travel-deplacements/menu-travel-voyage-eng.asp>)

Meal Allowances and Incidentals: For travel in Canada and the United States, a per diem reimbursement of up to \$61 per day is used to cover the cost of meals and incidental expenses. When a Member travels for a partial day, only meals that are applicable to the portion of the day spent on travel status may be claimed. Meals received without charge or paid for from public funds cannot be claimed. A Member may claim incidentals only when no other per diem claims are made for that day. Examples of incidental expenses include telephone calls, portage and other gratuities. In the United States, Members are paid the equivalent in US funds including claims for partial day travel.

Full Day	Half Day	Breakfast Only	Lunch Only	Dinner Only	Breakfast & Lunch Only	Lunch & Dinner Only	Breakfast & Dinner Only	Incidentals Only
\$61.00	\$30.50	\$27.00	\$27.00	\$36.00	\$39.50	\$48.50	\$48.50	\$14.50

For international travel, foreign currency rates apply. Members travelling abroad receive a per diem rate for meals based on the "Meal Total " rates established by the federal Foreign Affairs Department (see link below). This amount is then grossed up for incidental amounts by 30% of the "Meal Total" rate, whichever is greater. For partial days or for situations where meals are received without charge or paid with other public funds, the related individual meals must be deducted from the full day rates. Where the individual meal rates are not published, the following percentages of the full day "Meal Total" must be deducted from the full day/per diem rate: Breakfast (20%); Lunch (20%); Dinner (35%). (<http://www.tbs-sct.gc.ca/psm-fpm/pay-remuneration/travel-deplacements/menu-travel-voyage-eng.asp>)

MLA Registration Fee: Members travelling out of province or out of country to attend a Speaker authorized conference or other event may be reimbursed for the associated registration fee. Spousal registration fees are not reimbursable.

Other Expenses: In addition to the normal expenses, Members travelling out of the country may be reimbursed for visas and passports, inoculations, preventative medicine (such as malaria tablets), car rental and/or baggage insurance and additional medical insurance. Members may also claim reasonable laundry and dry cleaning costs provided the travel is in excess of seven consecutive days. Claims for business telephone calls and work-related Internet charges are also covered. Fines, parking tickets, or any other payments for infractions are considered a personal expense and will not be reimbursed.

Personal Attendant: Physically disabled Member in the discharge of duties assigned by the Speaker may have his/her expenses reimbursed. Specifically, a personal attendant will be reimbursed for travel expenses not to exceed those set by the Legislative Assembly Management Committee (LAMC). The spouse of a physically disabled Member may be considered a personal attendant.

DISTRIBUTION:

Original: To be attached to the Travel Expense Claim form upon completion of travel
Copies to: Financial Services, Office of the Clerk, Office of the Speaker