

Mi'kmaq- Nova Scotia- Canada Tripartite Forum
Travel Guidelines

PURPOSE

This document was created to define the application, eligibility, process and reimbursement of travel cost incurred by participants of the Tripartite Forum. It is intended to guide the Mi'kmaq-Nova Scotia-Canada Tripartite Forum Secretariat, co-chairs and working committee participants providing consistency among all parties regarding travel expenditures.

APPLICATION

These guidelines apply to all eligible Mi'kmaw participants and other authorized Tripartite participants. These guidelines do not apply to government representatives.

TRAVEL RATES

Federal Government Travel rates apply to this document as identified on page 4 and as amended by the government from time to time.

MILEAGE

Participants will be reimbursed for actual mileage incurred for Tripartite Forum business.

The Forum for ease of use, and accuracy of rates uses Google Maps algorithm.

Reimbursement applies to privately owned vehicles. There is no allowance for car rentals or airfare in this document.

MEALS

Reimbursement for meals will be in accordance with rates identified on page. When meals are provided by most organizations (i.e. business lunches, meetings, where catering is provided, etc.), participants will adjust claims accordingly.

Reimbursement for breakfast will be provided to those required to travel prior to 6:30 am. The cost of the evening meal may be claimed when the participant is traveling on Tripartite Forum business and not expected to return to his/her residence before 6:30p.m.

ACCOMODATIONS

The traveller shall be reimbursed for reasonable expenses for commercial accommodations upon presentation of receipts. Private accommodations are reimbursed at \$50.00 per night. Participants required to travel in excess of 400 km (return) are eligible to claim for overnight accommodation. However, in interest of safe driving, travelers shall not normally be expected to drive more than:

- 250 Kilometers after having worked a full day.
- 350 Kilometers after having worked one-half day; or
- 500 Kilometers on any day when the employee has not worked.

During inclement weather travelers are requested to use their best judgement.

BRIDGE TOLL/ PARKING/ TAXIS

Bridge and highway tolls are reimbursed at cost. All reasonable expenses for taxis are reimbursed upon presentation of receipts.

AUTHORIZATION/PAYMENT PROCESS

The Mi'kmaq-Nova Scotia- Canada Tripartite Forum Secretariat will provide travel claim forms to Mi'kmaq Co-chairs and participants as required.

All travel is to be pre-authorized by the administering organization. For regular meetings of the working committees, authorization will take place as the Co-chairs approach the administering body to schedule a meeting.

Claims are to be forwarded to the administering body for travel reimbursement within fourteen days (14) of occurrence. The administering body will process payment and mail within fourteen days of receipt of the claim.

REDRESS

Any discrepancies regarding implementation of these guidelines are to be first brought to the attention of the Mi'kmaq- Nova Scotia- Canada Tripartite Forum Secretariat for settlement.

In the event that agreement cannot be reached, the matter can be referred to the steering committee for resolution.

TRAVEL RATE IS SUBJECT TO CHANGE:

As of April 17, 2018, 2017 the rate(s) are as follows:

MEALS

Breakfast- \$19.45 (if the hotel provided breakfast, you cannot claim)

Lunch- \$19.20 (If lunch was provided, you cannot claim)

Dinner- \$48.15

ACCOMODATION

**Hotel receipt is required prior to payment

Private accommodation is \$50.00

Incidentals- \$17.30

Travel Mileage- \$0.515 Kms



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