



Nuuchahnulth Tribal Council

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P.O. BOX 1383
PORT ALBERNI, BC
V9Y 7M2

Tel: 250-724-5757
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By Fax and Mail

April 1, 2014

NTC First Nations
NTC Executive
NTC, NETP & NEDC Staff

Travel Policy and Travel Rates Effective April 1, 2014

NTC has redrafted the Travel Policy, applicable to all employees of the Tribal Council.

The new Travel policy is attached. Please review and apply to all travel claims as of April 1, 2014. Please note the changes to previous policy, especially in paragraphs B, C, M & O, in addition to the rate changes to obtain the cost savings mandated by the funding cuts. Some of the major changes are:

Paragraph B – All travel must be pre-approved, mileage will be reimbursed on standardized distances, which includes rates for in-town travel as well, with the in-town travel rates to be released shortly,

Paragraph C – All travel arrangements to be made through NTC's Regional Reservation Clerks,

Paragraph M – Travel claims are to be submitted within 20 working days of returning from travel. Unless pre-authorized by Supervisors, breakfast claims on the day of departure from home are not eligible for reimbursement, and

Paragraph O – travel claims are reported from a Thursday to the following Wednesday to allow adequate review and approval time; submission deadline to NTC's Finance Department is 12:00 Noon Friday's, and a request to file claims weekly to allow for assured processing and payment every other Thursday between paydays.

Please note the reduction in rates as well as the changes to meal claims. Meal claims without any receipts have one rate structure and meal claims with receipts are reimbursed on actual expenditure to a maximum as per applicable meal rate.

Mileage – per kilometre

Paved roads	\$ 0.408
Gravel roads	\$ 0.440

Meal claims– no receipts

Breakfast	\$10.00
Lunch	10.00
Dinner	<u>20.00</u>
	\$40.00

Meal claims – reimbursed on actual cost supported by receipts to a maximum of

Breakfast	\$15.75
Lunch	15.10
Dinner	<u>42.00</u>
	\$72.85

Incidentals – per night

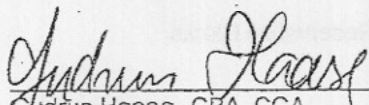
Commercial only, 1 claim per Trip with overnight stays	\$10.00
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Accommodation – per night

Non-commercial	\$25.00
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Please contact me if you have any questions.

Sincerely,


Gudrun Haase, CPA, CGA
Director of Finance

Enclosures

NUU-CHAH-NULTH TRIBAL COUNCIL
Staff Travel Rates
Effective April 1, 2014

	ONE WAY		RETURN		ROAD TYPE	
	Distance	Amount	Distance	Amount	Paved	Gravel
PORT ALBERNI to						
Bamfield	102	44.45	203	88.90	13	190
Campbell River	151	61.61	302	123.22	302	
Cassidy	100	40.80	200	81.60	200	
Courtenay	106	43.25	212	86.50	212	
Ditidaht	81	35.22	161	70.45	13	148
Duncan	135	55.08	270	110.16	270	
Esowista	111	45.29	222	90.58	222	
Fair Harbour	386	160.02	772	320.03	614	158
Gold River	242	98.74	484	197.47	484	
Ladysmith	107	43.66	214	87.31	214	
Lake Cowichan	157	64.06	314	128.11	314	
Macoah (Toquaht)	97	40.09	194	80.18	162	32
Nanaimo	84	34.27	168	68.54	168	
Ocluge	358	147.70	716	295.39	614	102
Pacheena Bay	100	43.80	200	87.61	13	187
Parksville	50	20.40	100	40.80	100	
Port Renfrew	226	93.82	451	187.65	338	113
Qualicum Beach	45	18.36	90	36.72	90	
Tahsis	308	127.82	616	255.65	481	135
Tin Wis	119	48.55	238	97.10	238	
Tofino	122	49.78	244	99.55	244	
Ucluelet	96	39.17	192	78.34	192	
Victoria	195	79.56	390	159.12	390	
Zeballos	347	142.86	694	285.71	614	80
CAMPBELL RIVER to						
Courtenay	45	18.36	90	36.72	90	
Fair Harbour	235	98.41	470	196.82	312	158
Gold River	91	37.13	182	74.26	182	
Ocluge	207	86.09	414	172.18	312	102
Parksville	117	47.74	234	95.47	234	
Qualicum Beach	107	43.66	214	87.31	214	
Woss Lake	132	53.86	264	107.71	264	
Zeballos	196	81.25	392	162.50	312	80
GOLD RIVER to						
Ahaminquas	10	4.08	20	8.16	20	
Fair Harbour (Gravel Route)	180	78.18	360	156.35	64	296
Ocluge (Gravel Route)	152	65.86	304	131.71	64	240
Zeballos (Gravel Route)	141	61.02	282	122.03	64	218
UCLUELET to						
Esowista	26	10.61	52	21.22	52	
Iltattsoo	14	5.71	28	11.42	28	
Macoah	40	16.83	80	33.66	48	32
Tin Wis	39	15.91	78	31.82	78	
Tofino	42	17.14	84	34.27	84	
VANCOUVER to						
Horseshoe Bay	24	9.79	48	19.58		
Port Alberni	107	43.66	214	87.31		

<u>KILOMETERS</u>		<u>MEALS</u>	
Paved	0.408		
Gravel	0.440		
<u>INCIDENTALS</u>			Actual cost with Receipts to Maximum as Below
Commercial	10.00	<u>No Receipts</u>	
		Breakfast	10.00 15.75
		Lunch	10.00 15.10
		Dinner	20.00 42.00
<u>ACCOMMODATION</u>			
Private	25.00		40.00 72.85

NUU-CHAH-NULTH TRIBAL COUNCIL
In Town Staff Travel Rates
Effective April 1, 2014

	ONE WAY		RETURN		ROAD TYPE
	<i>Distance</i>	<i>Amount</i>	<i>Distance</i>	<i>Amount</i>	<i>Paved</i>
NTC Main Office to:					
Tseshah Office	0.17	0.07	0.34	0.14	0.34
Cedar Wood Lodge	2.00	0.82	4.00	1.63	4.00
Uchucklesaht Office	3.20	1.31	6.40	2.61	6.40
Colyn's	4.00	1.63	8.00	3.26	8.00
Tseshah Market	4.10	1.67	8.20	3.35	8.20
NEDC	4.10	1.67	8.20	3.35	8.20
BMO @ Tseshah Mkt	4.60	1.88	9.20	3.75	9.20
Buy Low Foods	4.60	1.88	9.20	3.75	9.20
Hupacasath Office	4.70	1.92	9.40	3.84	9.40
Alberni Elementary	4.90	2.00	9.80	4.00	9.80
École E.J. Dunn Middle School	4.90	2.00	9.80	4.00	9.80
Usma	5.10	2.08	10.20	4.16	10.20
Barclay Hotel	5.30	2.16	10.60	4.32	10.60
Gill Elementary	5.30	2.16	10.60	4.32	10.60
NETP	5.70	2.33	11.40	4.65	11.40
ADSS	5.80	2.37	11.60	4.73	11.60
VAST	5.80	2.37	11.60	4.73	11.60
Evitt Electric	5.80	2.37	11.60	4.73	11.60
Red Cross (old Klitsa School)	6.00	2.45	12.00	4.90	12.00
DFO Office	6.10	2.49	12.20	4.98	12.20
Friendship Centre	6.30	2.57	12.60	5.14	12.60
North Island College	6.30	2.57	12.60	5.14	12.60
Canadian Tire	6.30	2.57	12.60	5.14	12.60
Dollar Giant	6.30	2.57	12.60	5.14	12.60
Budget Rentals	6.40	2.61	12.80	5.22	12.80
Huu-ay-aht Office	6.40	2.61	12.80	5.22	12.80
Post Office	6.50	2.65	13.00	5.30	13.00
John Howitt Elementary	6.50	2.65	13.00	5.30	13.00
Wood Elementary	6.50	2.65	13.00	5.30	13.00
Staples	6.50	2.65	13.00	5.30	13.00
Wal-Mart	6.50	2.65	13.00	5.30	13.00
Fairway Market	6.60	2.69	13.20	5.39	13.20
Shopper's Drug Mart	6.70	2.73	13.40	5.47	13.40
Bread of Life	6.90	2.82	13.80	5.63	13.80
Quu' asa	7.00	2.86	14.00	5.71	14.00
Graphics Factory	7.00	2.86	14.00	5.71	14.00
Alberni Clayoquot Reg. District Office	7.30	2.98	14.60	5.96	14.60
Clock Tower Gallery	7.40	3.02	14.80	6.04	14.80
Eighth Avenue Elementary	7.70	3.14	15.40	6.28	15.40
Hospital	7.90	3.22	15.80	6.45	15.80
Quality Foods	7.90	3.22	15.80	6.45	15.80
Maquinna Elementary	9.00	3.67	18.00	7.34	18.00
Kackaamin Family Development Centre	9.70	3.96	19.40	7.92	19.40
Robertson Creek Hatchery	15.20	6.20	30.40	12.40	30.40
Stamp Falls Fish Hatchery	17.60	7.18	35.20	14.36	35.20

KILOMETERS

Paved 0.408