



March 2023 Comprehensive Community Planning (CCP) Workshop

Stz'uminus First Nation, Ladysmith, BC
March 22 & 23, 2023

Travel and Accommodation Information and Guidelines

We ask that all participants make their own travel arrangements, including any needed changes or cancellations. Please review the following guidelines with respect to travel claim reimbursements:

- Travel costs will be reimbursed for the most economical form of travel (air, train, bus, car, hotel) and accommodation up to a **maximum of \$700** per person for one pre-registered delegate per BC First Nation. Additional delegates may attend the workshop, but no further travel expenses will be covered. Students and invited organizations will cover their own travel costs for the workshop.
- Participants are responsible for requesting reimbursement from Naut'sa mawt Tribal Council (NmTC) by submitting a Travel Expense Claim with original receipts within 30 days of travel.
- Participants are responsible for making all reservations, including any changes and cancellations.
- Accommodation reimbursements are available for those staying at Microtel Inn & Suites by Wyndam Oyster Bay to a maximum of \$164/night, plus taxes. Accommodation at other hotels in the area will be reimbursed to a maximum of \$164/night, plus taxes.
- Costs resulting from changes in plans or cancellations (e.g. no-show fees) will not be reimbursed.
- If you intend to use your own car to travel to the workshop, you will be reimbursed for the number of kilometres between your residence and the workshop at the rate of \$0.565 per kilometre. No other expenses will be reimbursed for travel in a private vehicle (e.g. fuel). Any travel by personal vehicle more than 400 km return (200 km each way) should be pre-authorized by NmTC, and will be accepted as a means of travel only if it is less expensive than other means of transportation (e.g. air, train, bus). The \$700 maximum travel reimbursement per person still applies.
- Lunch and refreshments will be provided each day (March 22 and 23, 2023). One dinner will be provided during the cultural evening on March 22. Hot breakfasts are provided at the workshop hotel. Any additional meal purchases made during the CCP Workshop will be reimbursable, up to the \$700 maximum travel reimbursement on the travel claim form.
- Travel advances will not be issued.

NmTC will *not* reimburse the following costs:

- Any expenses not specifically referenced in this letter without prior approval from NmTC;
- Incremental costs due to a change of plans or cancellation by the participant.

Original receipts will be required for all expenses, except for overnight stays in private accommodation (\$50/night) and mileage claimed for the use of a private automobile. Please submit your claim within 30 days of travel to guarantee reimbursement.

Please note that a misinterpretation of the above information is not considered a legitimate basis for reimbursement or payment of expenses outside of these terms.

If you have questions about making travel arrangements and/or claiming for travel reimbursements, please email ccp@nautsamawt.com.