



## FIRST NATIONS FISHERIES COUNCIL of British Columbia

### TRAVEL SUBSIDY GUIDELINES

#### TRAVEL SUBSIDY PROCESS

- Limited travel funding may be available to assist participants who would like to attend an FNFC event (meeting, workshop etc) but do not have access to adequate funding.
- Funds available for travel subsidies are limited; subsidies will be awarded on an as-needed basis, and subsidy amounts (e.g. full or partial reimbursement) may vary depending on the number of funding requests received.
- Only one participant per community or organization will likely be considered for the travel subsidy (may depend on number of requests received).
- Those participants who require a travel subsidy must contact the FNFC to request a travel subsidy form, and submit their form by the deadline indicated on the event notice. Eligible participants approved for travel expense reimbursement will be contacted prior to the meeting.
- The FNFC will contact all applicants to confirm whether or not they have been approved for an FNFC travel subsidy and whether they are eligible for full or partial reimbursement.
- The travel request form **is not a travel claim**. Participants approved for travel reimbursement will be provided with an FNFC travel claim which must be completed and submitted to the FNFC after the event. Reimbursement will only be made for travel expenses supported by original receipts and for eligible meals and mileage.
- Participants must submit the travel expense claim **within 30 days** after the meeting.

#### TRAVEL SUBSIDY DETAILS

- Travel expenses eligible for reimbursement include transportation, accommodations, and meals.
- Transportation by Auto – pays per km according to Treasury Board guidelines **to a maximum of \$600.**
- Transportation by Air – the most economical airfare for air travel is required.
- Other Transportation – bus, taxi, parking, and ferry (with original receipts).
- Accommodations: \$180+ taxes per night maximum reimbursement; participants must make their own reservations.
- Participants may not claim for meals provided at the meeting.
- Participants who live less than 100km from the assembly location may be eligible to claim for mileage and meals only depending on volume of subsidy requests received.

For questions please contact the FNFC at 778-379-6470 (tel) or [info@fnfisheriescouncil.ca](mailto:info@fnfisheriescouncil.ca)