

<h1 style="margin: 0;">Patient Voices Network</h1> <h2 style="margin: 0;">Travel Policy</h2>
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Rates

Breakfast:	\$ 12.00	Lunch:	\$ 15.00	Dinner:	\$ 25.00
Departure before 7am		Departure before 12:00pm		Departure before 6pm	
Mileage Per Kilometre		\$ 0.53			

Guidelines for Reimbursements

- Meals:**
- Travelers may claim the meal per diems noted above if the corresponding meal was not provided to the traveler at the meeting.
 - Alcoholic beverages are not eligible for reimbursement.

- Hotel:**
- Accommodation costs will be paid by the traveler and will be reimbursed by BCPSQC upon submission of original receipts.
 - ***Please note that the BCPSQC will not cover the costs of telephone or internet charges, alcohol or mini-bar items. Room Service will be reimbursed up to the amount of the appropriate the per diem meal allowance only.***

- Ground Travel:**
- If a rental automobile is required, the BCPSQC will reimburse all reasonable rental charges. Travelers must ensure they have obtained appropriate insurance and submit original receipts. Traffic fines and parking tickets will not be reimbursed.
 - Ensure when you are claiming mileage that you identify the exact kilometres you are claiming mileage for.
 - Please include all original receipts for Taxi/shuttle fees.

- Airfare**
- Travelers are responsible for booking their own airfare at the lowest possible rate. All airfare should be booked in Economy class unless special arrangements have been made in advance with the BCPSQC. (Supporting documentation will be requested)
 - Flight change expenses are generally not eligible for reimbursement. In special circumstances and with pre-approval from BCPSQC, some flight changes may be accepted.
 - Please purchase tickets 14-21 days in advance of the travel date to ensure greatest choice of flights and to obtain reduced airfare.
 - ***Please attach original boarding passes to your expense claim.***

YOU MUST SIGN YOUR CLAIM FOR IT TO BE PROCESSED

Please forward completed form as well as the original receipts to:

BC Patient Safety & Quality Council

750 West Pender | Suite 201

Vancouver, BC V6C 2T7

Attention: Irina Apostu Email: iapostu@bcpsqc.ca