



ISPARC

Indigenous Sport,
Physical Activity & Recreation Council

Healthy Living Leader Training 2019 Travel Policy

ELIGIBILITY FOR TRAVEL SUPPORT: In order to receive travel support, participants must submit a Travel Subsidy Form to Susan Meier at the training session. Reimbursement for travel will only be provided to those who attend and complete the required training workshops.

MEALS: Daily continental breakfast, lunch and refreshments are provided for both days for new leaders. Return leaders will join after lunch at 1pm on day 1. Return leaders should plan to eat lunch before arriving. Daily continental breakfast, lunch and refreshments are provided for day 2 for new and return leaders. ***Dinner is not provided.*** Please indicate any allergies via email to Susan Meier (contact information provided below).

MILEAGE:

- To calculate roundtrip mileage use Google Maps to calculate the distance in kilometres. Rates are as follows:

Under 100km	\$25
101km – 150km	\$50
151km – 200km	\$75
201km – 300km	\$100 - \$125
301km +	Please contact Susan Meier

- Additional support is available to those traveling from remote communities** - please contact Susan Meier
- Only undersize vehicle charges will be reimbursed for ferry travel. For those travelling by ferry, do not include ferry kilometres when calculating distance
- If a participant is using a Health Centre, Band, Business/Corporate vehicle (not a personal vehicle) the mileage claim should be submitted in the name of the organization that owns the vehicle

ACCOMMODATION: Accommodation will be provided for participants who are travelling more than 200km (roundtrip) to attend a session. Those requiring accommodations must indicate on the registration form. Participants travelling greater than 200 kilometres one way are eligible for two night's accommodation.

FLIGHTS: For those participants where travel by car is prohibitive, please discuss options with Susan Meier.

EXPENSE CLAIMS: Only original receipts or dockets will be accepted for reimbursement. Credit card statements are not accepted without the original receipt or invoice. Photocopied receipts and faxed travel claims will not be accepted. ***Claims may NOT be made for meals, incidentals and private accommodation.*** Anyone choosing to make their own arrangements cannot claim the costs. The deadline for expense claims is 30 days after the conclusion of the session – there are no exceptions for anyone claiming after this period.

Susan Meier, Provincial Coordinator, Indigenous RunWalk

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