

Guideline

# Contractor Travel and Expenses

## Contents

- Purpose..... 2
- Scope ..... 2
- Guidelines ..... 2
  - Administration..... 2
  - Meal Allowance ..... 3
  - Accommodations..... 4
  - Non-Reimbursable Travel Expenses ..... 5
  - Use of Personal Vehicles ..... 5
  - Other Transport Costs ..... 7
  - Use of Rental Vehicles ..... 8
  - Air Travel ..... 8
- Definitions ..... 9
- Guideline Ownership ..... 9
- Revision History ..... 9



# Contractor Travel and Expenses

## Purpose

This guideline outlines the types of expenses that may be eligible for reimbursement for Contractors who travel on behalf of BCLC business. It also provides details on the information required as part of the expense claim in order to qualify for reimbursement.

## Scope

This guideline applies to all BCLC Contractors that are eligible to claim reimbursement for travel expenses incurred directly for work performed on behalf of BCLC.

## Guidelines

### ADMINISTRATION

#### Approval for Reimbursement

BCLC will pay for reasonable approved travel and expenses incurred directly for work performed for BCLC. Claims for reimbursement must be approved by the individual responsible for authorizing the Statement of Work (e.g. Manager, supervisor, or designate).

#### Receipts

Original, detailed receipts must be retained and submitted (with brief notes) to support expenditures (e.g., airfare, taxis, hotels, vehicle rentals, gasoline, parking, toll fees). A detailed receipt identifies the following: business name, date, item(s) purchased, price of each item, and total amount of the bill. A credit card or debit card slip is not considered a detailed receipt and is not acceptable as supporting documentation for reimbursement.

As described below, Contractors may only claim per-diem rates for meals and incidental allowances and therefore are not to provide receipts for meals and incidental expenses.

BCLC will not pay administration or interest charges for expenses submitted by Contractors. The Contractor is responsible for submitting an invoice with supporting receipts within 30 days of the completion of travel.

#### Taxes

Taxes, if applicable, must be detailed separately from expenses that are being claimed. To avoid double billing of taxes, BCLC will not reimburse claims where taxes are embedded in receipts or in instances where taxes have been previously claimed.

Guideline

# Contractor Travel and Expenses

## MEAL ALLOWANCE

### Meal Expenses

Contractors are entitled to claim meal allowances while travelling on behalf of BCLC. These allowances are intended to cover expenses arising from absences away from their regular workplaces over meal period(s). This does not include travel to or from the Contractor’s regularly assigned workplace.

For guidance:

- Breakfast - absent from place of residence before 7 am
- Lunch – depart from workplace before 12 pm
- Evening meal - not expected to return to place of residence before 7 pm

Meal allowances cannot be claimed for any meals that are provided in a meeting, included in a conference or training course fee, provided as part of a function where hospitality has been extended, or where meals are otherwise provided without charge or included in conference fees.

### Incidental Expenses

Contractors are entitled to claim incidental allowances while travelling on behalf of BCLC. The incidental allowance is intended to cover minor out-of-pocket travel expenses, such as hotel gratuities and telephone calls.

Claims for incidental allowances are admissible for each day involving an overnight stay.

### Meal and Incidental Allowance Rates

Reimbursement for meal and incidental allowance expenses incurred when travelling on BCLC business must be made in accordance with the following rates:

Travel Type	Breakfast	Lunch	Dinner	Incidental Allowance
Within Canada	\$10.00	\$15.00	\$30.00	\$12.25
International	\$12.50	\$18.75	\$37.50	\$15.50

Allowance rates apply on a per-day basis, are provided in Canadian dollars, and include all gratuities and taxes. Receipts are not to be submitted for reimbursement of meal and incidental expenses claimed in accordance with allowance rates.

# Contractor Travel and Expenses

## ACCOMMODATIONS

### Hotels

Direct payment for accommodation charges, including room and taxes, is the responsibility of the Contractor. The provincial government rate for single occupancy should be requested, unless a better rate is available or has been negotiated by BCLC.

BCLC has negotiated government rates for specific hotels in Vancouver, Richmond, and Burnaby that are in close proximity to the Vancouver office or the Vancouver International airport. Contractors should not pay more than these rates for single occupancy.

Vancouver Location	Hotel Name	Vancouver Location	Hotel Name
Richmond	<ul style="list-style-type: none"> <li>Holiday Inn Express, Vancouver Airport</li> <li>River Rock Casino &amp; Hotel, Richmond</li> <li>Executive Hotel, Vancouver Airport</li> <li>Accent Inn, Airport</li> <li>Pacific Gateway Hotel, Vancouver Airport</li> </ul>	Vancouver/Burnaby	<ul style="list-style-type: none"> <li>Delta, Burnaby</li> <li>Hilton Vancouver, Metrotown</li> <li>Executive Hotels. Various Locations</li> <li>Accent Inn, Burnaby</li> </ul>

BCLC has requested government rates for specific hotels in Kamloops that are in close proximity to the BCLC office or Cascades Casino. Contractors should book accommodation at these preferred hotels for Kamloops.

Kamloops Location	Hotel Name	Kamloops Location	Hotel Name
Near BCLC	<ul style="list-style-type: none"> <li>Double Tree by Hilton</li> <li>Hotel 540</li> <li>Sandman Signature Hotel</li> <li>Plaza Hotel</li> </ul>	Near Cascades Casino	<ul style="list-style-type: none"> <li>Holiday Inn Express</li> <li>Coast Kamloops Hotel</li> <li>Four Points Sheraton</li> <li>Hampton Inn</li> </ul>

Exceptions to government or BCLC-negotiated rates should be rare, within a reasonable price range, and justifiable (e.g., no rooms available at BCLC or government rates).

# Contractor Travel and Expenses

## Reimbursement for Hotels

Reimbursement for hotel expenses will be made against detailed receipts or invoices. Hotel expenses must be claimed on a daily basis so that the hotel rate for each night of accommodation is apparent.

## Non-reimbursable Hotel Costs

Personal entertainment expenses, such as movies or minibar costs, are not reimbursable. Costs incurred due to a failure by a Contractor to cancel their reservation in a timely manner are not reimbursable.

## Private Accommodation

Contractors are entitled to claim a \$30 per night allowance when staying in a private home.

## NON-REIMBURSABLE TRAVEL EXPENSES

BCLC will not reimburse personal entertainment and recreational expenses or the costs of items of a personal nature, e.g., toiletries, cosmetics or haircuts.

## USE OF PERSONAL VEHICLES

### General

Contractors are required to compare the cost of using a personal vehicle with other modes of transportation, and choose the most cost effective method. BCLC will reimburse a Contractor based upon the most economical method of transportation.

### Reimbursement for Personal Vehicle Expenses

Contractors are entitled to claim reimbursement for personal vehicle expenses incurred while travelling on BCLC business based upon BCLC's Mileage Reimbursement Rates outlined below. BCLC's Mileage Reimbursement Rates are intended to cover vehicle expenses such as fuel and lubrication, physical damage to the vehicle, repairs, replacements, tires, depreciation, etc. BCLC does not reimburse Contractors for actual costs incurred as a result of using their personal vehicles for business purposes, except where otherwise stated in this Guideline.

# Contractor Travel and Expenses

## Mileage Reimbursement Rates

Reimbursement for the use of personal vehicles while travelling on BCLC business must be made in accordance with the following Mileage Reimbursement Rates (based on a calendar year), except where otherwise stated in this Standard (see subsection Airport Trips):

- \$0.59 for the first 5,000 kilometres; and
- \$0.53 for any additional kilometres.

Reimbursement is calculated on a trip-by-trip basis by multiplying the applicable rate and distance travelled. Contractors must claim mileage reimbursement on a trip-by-trip basis.

## Distance Travelled

Reimbursement for the use of personal vehicles must be calculated based on the distance travelled, except on routes specified under Common Business Routes or Airport Trips.

Contractors are entitled to claim reimbursement for a reasonable distance based on the lesser of the distance between:

- BCLC's closest office or facility from which a Contractor would normally work and their destination, or
- Their home address and their destination.

Contractors are entitled to claim reimbursement of any additional travel, providing travel is for BCLC business purposes.

## Common Business Routes

The Mileage Reimbursement Rate for travelling in a personal vehicle on common business routes must be calculated using the following one-way distances:

Distance From:	To: Kamloops	To: Vancouver
Prince George	525km	760km
Quesnel	407km	642km
Cranbrook	606km	832km
Kelowna	213km	384km
Vernon	116km	437km

## Contractor Travel and Expenses

Distance From:	To: Kamloops	To: Vancouver
Penticton	238km	346km
Vancouver	346km	0km

### Airport Trips

A round trip in a personal vehicle to and from airports in Kamloops and Vancouver must be reimbursed as follows:

	Distance	Reimbursement
Kamloops	13 km	\$8.00
Vancouver	35 km	\$18.00

### Personal Use while Travelling on Business

BCLC will not reimburse Contractors for mileage incurred for personal reasons while a Contractor is travelling on business.

### OTHER TRANSPORTATION COSTS

#### Parking at Vancouver Office

Contractors visiting the Vancouver office are required to obtain metered visitor parking and claim reimbursement as outlined below.

#### Reimbursable Transport Costs

Road tolls, parking, taxi fares, public transportation and ferry costs will be reimbursed against detailed receipts. In the event that detailed receipts are not available, the actual costs should be recorded on the expense claim and the Contractor should support the claim with a written statement of what the cost was incurred, in order for BCLC to assess whether the costs is reasonable. BCLC, in its sole discretion, will deny claims for costs it believes are unreasonable.

#### Non-Reimbursable Transportation Costs

Contractors are responsible for parking fines, traffic violations, towing or similar charges. These costs will not be reimbursed.

# Contractor Travel and Expenses

## USE OF RENTAL VEHICLES

### General

The cost of vehicle rentals will be covered by BCLC only when other modes of transportation are impractical, not available, or can be demonstrated to have a higher cost. Contractors are required to compare the cost of a rental vehicle with other forms of transportation and to choose the most economical and practical mode of transportation.

### Corporate Rental Arrangements

Rental vehicles must be booked through the provincial government Corporate Supply Arrangement (CSA) rental agencies. The CSA number must be quoted and provincial government rate requested. Details of CSA vehicle rental rates by location are available via this link ([Daily Vehicle Rental](#)). Contractors must book in accordance to the CSA Section 3.4 (Cost Recoverable Contractor). BCLC will provide Contractors with Letters of Authorization to present to the booking agent as and when required.

Vehicles must not be rented for personal use under a CSA.

### Personal Accident Insurance (PAI)

Responsibility for personal accident insurance (PAI) is the responsibility of the Contractor or their employer.

### Reimbursement for Rental Vehicle Costs

BCLC will only cover charges up to “economical” mid-size car rental and fuel costs. If there is reasonable requirement for a larger car, it must be pre- approved by BCLC (e.g. required for transporting a large group of people). Deluxe rentals that incur an additional expense will not be accepted by BCLC. Direct payment for rental vehicle costs is the responsibility of the Contractor. Reimbursement for rental vehicle costs will be made only against detailed receipts.

## AIR TRAVEL

### Class of Travel

Standard or economy class travel should be booked at the lowest fare available for the most direct route. Contractors will not be reimbursed for excess costs caused by an indirect route as a matter of personal preference.

### Advance Booking

Where possible, flight bookings should be made sufficiently in advance of travel to obtain the lowest possible fares. If a restricted fare is booked and the Contractor requires a change in response to a BCLC request, a reasonable exchange fee may be claimed.



# Contractor Travel and Expenses

## Reimbursement for Airfare

Reimbursement will be made against detailed receipts. The expense claim for airfare must include a copy of the invoice and the itinerary.

Changes to airfare costs due to unforeseen circumstances outside of the control of the Contractor may be reimbursed at BCLC's discretion.

## Definitions

<b>Contractor</b>	Means an individual engaged to provide professional services to BCLC and is either supplied by a third-party agency or retained directly by BCLC under an executed commercial Contract for services.
<b>Contract</b>	Means an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law.
<b>Statement of Work</b>	Means the commercial aspect of a Contract that describes the nature of the goods or services to be provided including scope of work, deliverables, standards, acceptance criteria and special requirements.

## Guideline Ownership

<b>Guideline Owner</b>	Director, Corporate Finance
<b>Approving Body</b>	Director, Corporate Finance

## Revision History

Version	Effective	Approved by	Amendment
3.2	Jul 20, 2020	Director, Corporate Finance	Revised mileage reimbursement rates to reflect 2020 rates.
3.1	Oct 21, 2019	Director, Corporate Finance	Minor amendments made to update mileage reimbursement rates and remove the requirement for e-tickets to be submitted with airfare receipts.
3.0	Nov 14, 2018	Director, Corporate Finance	Amendments made to align the guideline to the Employee Travel and Expense Standard. Content moved into the Corporate Guideline template.
2.0	May 2014		

Guideline

**APPROVED**

# Contractor Travel and Expenses

Version	Effective	Approved by	Amendment
1.0	Jun 12, 2007		