

Guideline

Contractor Travel Expenses

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Guideline

Contractor Travel Expenses

Purpose

Outlines the types of travel 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 an expense claim.

Scope

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

Guidelines

ADMINISTRATION

BCLC will pay for reasonable pre-approved travel expenses incurred directly for work performed for BCLC in accordance with the relevant Statement of Work or Contract and this guideline. BCLC will not pay administration or interest charges for expenses submitted by Contractors. All references to monetary amounts in this guideline are in Canadian currency, unless otherwise stated.

Submission of Expense Claims

The Contractor is responsible for submitting an invoice to BCLC, via AccountsPayable@bclc.com, with supporting receipts within 30 days of the completion of travel.

Receipts

An expense that is claimed for reimbursement must be supported by an original, detailed receipt, unless otherwise stated in this guideline. Contractors are responsible for retaining and submitting receipts (with brief notes) to support expense claims (e.g., airfare, taxis, hotels, vehicle rentals, parking, toll fees). A detailed receipt identifies the following:

- vendor name,
- transaction date,
- item(s) purchased,
- price of each item,
- total amount of bill, including applicable taxes, and
- form of payment.

Where a detailed receipt does not indicate the form of payment, a credit card or debit card slip must also be included as proof of payment. A credit card or debit card slip by itself is not considered a detailed receipt.

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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.

Claims for Expenses in Foreign Currencies

Expenses incurred in foreign currencies must be claimed in Canadian currency. These expenses must be claimed in the Canadian dollar equivalent according to the Contractor's credit card statement. In the absence of a credit card statement, expenses must be converted at the exchange rate from the Bank of Canada website in effect on the date the expense was incurred. Supporting documentation must be included in the expense claim that substantiates the conversion rate used.

Approval for Reimbursement

Claims for reimbursement must be pre-approved by the BCLC employee responsible for authorizing the Statement of Work.

MEAL ALLOWANCE

Meal Expenses

Contractors may claim meal allowances while travelling on behalf of BCLC. These allowances are intended to cover expenses arising from absences away from the regional district in which the Contractor resides (e.g., Metro Vancouver Regional District, Thompson-Nicola Regional District, etc.). This does not include travel to or from the Contractor's regularly assigned workplace.

Meal allowances should be claimed in accordance with the following:

- 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 as part of a conference or training course fee, provided as part of an event where hospitality has been extended, or where meals are otherwise provided without charge or included in fees.

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Incidental Expenses

Contractors may 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:

Breakfast	Lunch	Dinner	Incidental Allowance
\$15.00	\$20.00	\$33.00	\$12.25

Allowance rates apply on a per-day basis, are provided in Canadian dollars for travel within Canada, and include all gratuities and taxes. For travel outside of Canada, the allowance rates above can be claimed as United States dollars and converted to Canadian dollars. Receipts are not required to be submitted for reimbursement of meal and incidental expenses.

ACCOMMODATIONS

Direct payment for accommodation charges, including room and taxes, is the responsibility of the Contractor.

Hotels within Canada

Contractors are required to request the provincial government rate for single occupancy, unless a better rate is available or has been negotiated by BCLC. Contractors should book accommodations through one of the preferred hotels, listed below, with BCLC-negotiated rates for Kamloops and Vancouver areas. For BCLC-negotiated rates, the Contractor must confirm the latest hotel and rate details with the BCLC employee responsible for authorizing the Statement of Work. Contractors will not be reimbursed more than the BCLC-negotiated rates for single occupancy.

Exceptions to BCLC-negotiated or provincial government rates must be pre-approved by BCLC if there are no rooms available at these rates.

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BCLC Negotiated Rates for Kamloops Area Hotels

BCLC has negotiated rates for specific hotels in Kamloops that are near the BCLC office or Cascades Casino.

Near BCLC:

Hotel	Address
Double Tree	540 Victoria Street
Delta Hotels Marriott Kamloops	339 St Paul Street
Sandman Signature Hotel	225 Lorne Street

Near Cascades Casino:

Hotel	Address
Holiday Inn Express	550 Versatile Drive

BCLC Negotiated Rates for Vancouver Area Hotels

BCLC has negotiated rates for specific hotels in Vancouver, Richmond, and Burnaby that are near the Vancouver office or the Vancouver International airport.

Hotel	Address
Holiday Inn Express, Vancouver Airport	9351 Bridgeport Road, Richmond V6X 1S3
Hilton Vancouver Metrotown	6083 McKay Avenue, Burnaby, V5H 2W7
River Rock Richmond	8811 River Road, Richmond, V6X 3P8
Delta Burnaby	4331 Dominion Street, Burnaby, V5G 1C7
Executive Hotels & Resorts	405 North Road, Coquitlam V3K 3V9
Executive Hotels & Resorts	4201 Lougheed Hwy, Burnaby, V5C 3Y6
Executive Hotels & Resorts	1379 Howe Street, Vancouver V6Z 1R7
Executive Hotels & Resorts	7311 Westminster Hwy, Richmond V6X 1A3

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Hotels outside Canada

For travel outside of Canada, Contractors should book accommodation that is within the rates established by the Canadian federal government based on city and country.

In the event a Contractor cannot secure a room at the federal government rate, the Contractor must seek pre-approval from the BCLC employee responsible for authorizing the Statement of Work for a room rate that is within a reasonable price range and must provide justification for the exception to the federal government rate. Contractors may be required to obtain quotes from different hotels upon BCLC's request therefor.

Reimbursement for Hotels

Reimbursement for hotel expenses will be made against detailed receipts or invoices. The number of nights stay must be indicated in the reimbursement 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 when advised by BCLC that the services are no longer required at that location are not reimbursable.

Private Accommodation

Contractors may claim a \$30.00 per night allowance when staying in a private home that is not owned by the Contractor.

PERSONAL, ENTERTAINMENT AND RECREATIONAL EXPENSES

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

USE OF PERSONAL VEHICLES

General

Contractors must 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.

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Reimbursement for Personal Vehicle Expenses

Contractors may 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 incurred while traveling for BCLC business. Vehicle expenses include such items as fuel and lubrication, physical damage to the vehicle, repairs, replacements, tires, insurance, depreciation (i.e., a decrease in value due to normal wear and tear), 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.

Contractors must claim mileage reimbursement on a trip-by-trip basis.

Mileage Reimbursement Rates

Reimbursement for the use of personal vehicles while travelling on BCLC business is based on Canada Revenue Agency's (CRA) approved mileage rates, which are updated annually. See CRA's [Reasonable Allowance Rates](#) for further information.

Reimbursement is calculated on a trip-by-trip basis by multiplying the applicable rate and distance travelled. Detailed documentation, such as a printout of Google Maps directions, must be included as supporting documentation along with the invoice.

Distance Travelled

Reimbursement for the use of personal vehicles must be calculated based on the distance travelled.

When travelling in the regional district in which a Contractor resides, the Contractor's usual commute (round-trip) must be subtracted from the distance travelled. The usual commute is the distance between a Contractor's home address and the BCLC office or facility from which the Contractor would normally work.

Contractors may claim reimbursement of any additional travel, providing travel is for BCLC business purposes.

Common Business Routes

Reasonability of reimbursement for travelling in a personal vehicle on common business routes will be determined using the following one-way distances. Where the mileage for these routes is higher than the distances below, detailed documentation, such as a printout of Google Maps directions, of the distance travelled must be included as supporting documentation along with the invoice.

Distance From:	To: Kamloops	To: Vancouver
Prince George	525 km	760 km
Quesnel	407 km	642 km
Cranbrook	606 km	832 km

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Distance From:	To: Kamloops	To: Vancouver
Kelowna	213 km	384 km
Vernon	116 km	437 km
Penticton	238 km	346 km
Vancouver	346 km	0 km

Airport Trips

Round trip mileage may be claimed when using a personal vehicle for business travel between an airport departure location and a Contractor's residence. Contractors are to consider the options for this travel in selection of the most practical and cost-efficient mode of travel and consult the BCLC employee responsible for authorizing the Statement of Work as required.

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 setting out the details of the cost incurred, in order for BCLC to assess whether the costs are reasonable. Costs claimed that are reasonably determined by BCLC to be unreasonable will be denied.

Non-Reimbursable Transportation Costs

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

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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](#)). If the Contractor cannot access the Daily Vehicle Rental details, they should request the details from the BCLC employee responsible for authorizing the Statement of Work. Contractors must present a Letter of Authorization when booking a vehicle rental, in accordance with the CSA Daily Vehicle Terms and Conditions (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.

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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.

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

Contractor	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.
Contract	Means an agreement between two or more parties creating obligations that are enforceable or otherwise recognizable at law.
Statement of Work	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

Contact Position	Director, Financial and Corporate Systems
Approving Body	Vice President, Finance and Corporate Services