

APPENDIX C – TRAVEL POLICY AND REIMBURSEMENT RATES

The intent of covering a percentage of eligible travel costs is to provide access to training for participants living and working in rural and remote communities in British Columbia who would not otherwise have access to equivalent or similar training. All travel reimbursements are included towards employer and participant funding caps.

Travel costs are conditionally approved at assessment and will be reviewed once an employer submits their reimbursement claim. Applicants requesting reimbursement for travel must submit a completed [Travel Expense Form](#) with their reimbursement claim. The Ministry reserves the right to determine at the time of reviewing a reimbursement claim whether travel costs are eligible and reasonable in relation to the cost of training or for any other reason. Travel costs will not be reimbursed if not pre-approved and included in the agreement with the Ministry.

Travel costs are eligible when all the following conditions are met (exceptions may be made on a case-by-case basis):

- All travel costs must align with training dates; travel costs that do not align with training start/end times are ineligible.
- The employer is located outside of the Capital Regional District and Metro Vancouver Regional District in a B.C. community with a population of 25,000 or fewer people.
- The participant sent for training must travel 100km or greater one way, from their home or workplace¹ to the training site, to receive training. Exceptions may be made on a case-by-case basis.
- Selected mode of travel must be the most economical and practical option.
- Where travel is for a partial day, only meals that are applicable to that portion of the day may be claimed. Where a meal is provided without charge, no claim for that meal can be made.

Eligible Travel Costs

Transportation		Accommodation	Meals
Ground	\$0.55 per km	\$150**	Breakfast: \$12.75 Lunch: \$14.75 Dinner: \$25.50 Full day: \$53
Air	\$800 maximum*		

*Return flight. Receipts are required for flights. Economy class only. Seat selection charges and baggage fees are ineligible.

**Per night. Where private accommodation is used instead of commercial accommodation, \$33.59 per night is eligible to be claimed.

Receipts for travel expenses are **only** required for flights (if applicable). However, under the Grant Agreement, employers must maintain full, accurate and complete financial records of all training activities and expenditures for a period of two years. Audits may occur at the Ministry’s discretion. A [Travel Expense Form](#) must be completed and submitted with all claims. Reimbursement may be denied if receipts are requested and cannot be provided.

¹ Whichever is closer to training.