

FIRST NATIONS HEALTH COUNCIL

Please fill out form completely.

FIRST NATIONS HEALTH DIRECTOR'S FORUM - TRAVEL CLAIMS

Must be submitted by October 31, 2008

Date: _____
 Payable To: (must be an organization) _____
 Address: _____
 Postal Code: _____

Telephone: _____
 Meeting: Health Directors Forum - September 30 - October 1, 2008
 Location: Vancouver, BC

MEALS:	Breakfast	\$11.00	_____ # day(s)		\$ -
	Lunch	\$10.95	_____		\$ -
	Dinner	\$30.65	_____		\$ -
INCIDENTALS:	(Only when you stay overnight)	\$17.30	_____ # day(s)		\$ -
Subtotal - Meals and Incidentals					\$ -

ORIGINAL RECEIPTS ARE NECESSARY TO RECEIVE REIMBURSEMENT FOR:

Departure Date: _____ Return Date: _____
 From: _____ To: _____

ACCOMMODATIONS:

Commercial: (room, taxes and parking only)

** Hotel Name _____
 Was this directly billed to FNHC Yes No
 Rate \$ _____ day(s) \$ -
 Date of Arrival: _____ Date of Departure: _____

TRAVEL: Private: (no receipt required) \$50.00 _____ day(s) \$ -
 Mileage
 From _____ to _____ 0.415 \$ -

Airfare (boarding passes must be attached)

** Airline Name _____
 * From _____ to _____
 Taxi from _____ to _____
 Airporter _____ to _____
 Ferry from _____ to _____
 Ferry from _____ to _____
 Others(Specify) _____ **Parking** _____

(*) Please include return fare
 (**) Please include name even if not claiming

Subtotal - Accommodations and Travel: \$ -
TOTAL AMOUNT CLAIMED: \$ -
LESS GST: _____

ABSOLUTELY NO PHOTOCOPIED RECEIPTS ADMISSIBLE. PLEASE DO NOT FAX YOUR CLAIMS

Submitted by: _____

Submit to
 First Nations Health Council
 1205 - 100 Park Royal South
 West Vancouver, BC V7T 1A2
 Telephone: (604) 913.2080

PLEASE NOTE CLAIMS RECEIVED AFTER OCTOBER 31, 2008 WILL NOT BE PROCESSED

POLICY FOR TRAVEL EXPENSE CLAIMS

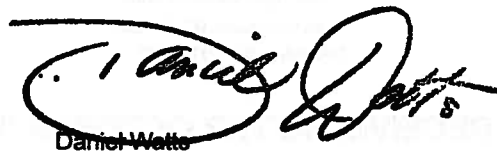
The First Nations Summit is subject to public accountability and review and has a limited budget. Great care will be exercised before approval of any expense claim to ensure that all incurred expenses are accurate, reasonable and accountable.

1. 'Original' receipts are necessary for reimbursement on accommodations, travel (excluding mileage), taxi, vehicle rental and any additional claims not listed in #4. All receipts must be dated to be valid. **NO RECEIPT, NO REIMBURSEMENT. THIS IS ENFORCED. Please staple your receipts to your claim before mailing as we will not be responsible for lost receipts.**
2. **Only economy fares will be reimbursed for travel, all e-tickets must have boarding passes attached to be acceptable for reimbursement. Charges for flight change are not reimbursable by the Summit unless there is a reasonable explanation.**
3. **Only undersize vehicle charges will be reimbursed for ferry travel. For those travelling by ferry, do not include ferrykilometres when calculating distance.**
4. Photocopied receipts and faxed travel claims will not be processed until originals are received by mail.
5. Receipts are not necessary for meals, incidentals, private accommodations and mileage. Daily meals and incidentals can be claimed up to 5 days. Incidentals are claimable during overnight stays only. Please do not include meal receipts.
6. Vehicle rentals can be claimed for meeting dates plus one day at a maximum of \$60.00 per day. This daily rate includes taxes and insurance. Some meeting will not reimburse for rentals, in this is the case, vehicle rental will be removed from claim form.
7. The maximum allowance for hotel stays is one extra day plus meeting dates (this depends on travel options and air travel availability). Original hotel receipt must be attached for proof of stay and must show a breakdown in expenses charged. The seasonal rates are:
 - a) High Season (May - September) \$160.00 - includes the PST and Room tax
 - b) Low Season (October - April) \$148.50 - includes the PST and Room tax
8. All receipts must show breakdown of charges. Credit or debit card purchase slips are not acceptable unless accompanied with original detailed receipts. Credit card payments must have original backup receipts.
9. Effective December 1, 2001, GST will be deducted from all travel receipts. First Nations and Tribal Councils should claim the GST through Canada Customs and Revenue Agency. This policy will also apply to First Nation organizations. If you require original receipts for GST rebate purposes, we will return the original receipts upon request.
10. If the "official delegate" opts for travelling by vehicle to meeting location, the mileage will be reimbursed to the maximum of the equivalent airfare. The lesser cost will prevail. If travelling long distance by vehicle the extra hotel costs and meals are the responsibility of the traveller. This policy is for meetings where Band & Tribal Council attendance is required ie Summit meetings.
11. To calculate kilometres, use www.msn.com - Maps & Directions or Google Earth, these sites can calculate distance in kilometres.
12. Deadline for travel expense submissions is 30 **working** days after meeting dates. The deadline date is noted on the top of every travel claim form. This policy is necessary for budget purposes. This policy is strictly **ENFORCED with NO EXCEPTIONS**.
13. Only First Nation Bands and Tribal Councils are reimbursed for attendance of their "official delegate" at Summit meetings. **"Official delegates" are to register daily to receive reimbursement for all meeting dates.** ie. If a delegate fails to register on Day One, that day of expenses will be deducted from total reimbursement. Organizations are reimbursed only if delegate is officially representing and registering as a Band representative.
14. All cheques are made payable to your First Nation, Tribal Council or organization. Without the authorization from your organization, cheques will not be paid directly to the "official delegate". The "official delegate" must provide our office with an authorization letter on company letterhead and signed by authorized personnel to have payment in their name. A copy of the payee's letter will be forwarded to the First Nation they represented at Summit meetings.
15. Travel claim forms are not available until the last day of each Summit meeting.
16. If the above procedures are not followed when submitting travel claims, then: a) unpaid claim(s) will be returned to sender with a letter of explanation, or b) there will be an adjustment to the reimbursement amount.

Respectfully,

Administrative Executive (FNS Co-chairs)

Leah George-Wilson


Daniel Watts