

**TRAVEL AND EXPENSE POLICIES**  
**Effective Jan 2019**

<b>Mileage @ \$0.59/km</b>	From Vernon to	Km return	From Vernon to	Km return
	Armstrong	48	Osoyoos	348
	Cherryville	107.4	Penticton	228
	Enderby	80	Revelstoke	292
	Kamloops	234	Salmon Arm	120
	Kelowna	106	Vancouver	882
	Kelowna Airport	92	Victoria	958
	Lumby	50		

**Air Equivalent**      If driving alone, air equivalent \$ apply rather than mileage (includes all tolls, gas)  
 If 2 or more SD #22 employees are driving together, mileage applies

Vernon to	Air Equivalent
Vancouver	\$300.00 (toll included)
Victoria	\$300.00, plus ferry cost

**Meals are charged as follows:**

Breakfast only	\$15.00
Lunch only	\$20.00
Dinner only	\$25.00

**Meals provided for you cannot be claimed please enter "P" instead of 4 if meals are provided**

To claim meals on the:	
Day of Departure	Day of Return
Breakfast: leave home before 7:00 a.m.	arrive home after 7:00 a.m.
Lunch: leave home before noon	arrive home after noon
Dinner: leave home before 7:00 p.m.	arrive home after 7:00 p.m.

**Accommodation**      Reimbursement will be made on the "single" occupancy room rate. It is expected that corporate/government/group rates will be obtained where possible. Please attach a receipt, including charge slip if paid by credit card.

Private accommodations = \$30.00/night.

**Miscellaneous**      Enter cost and description, e.g. ferries, taxis, parking  
 Receipts must be attached for reimbursement.

**Return Travel**      Return travel arrangements should be made as closely as reasonably possible to the end of the event attended. Extended stays without specific authorization will be at the expense of the claimant and will not entitle claimant to additional hotel and/or meal reimbursement.