

BCGREA Travel Reimbursement Policy (Effective August 1, 2024)

Reimbursement Rates:		
Mileage:	Personal Vehicle	\$0.63 / km
Meals:	Breakfast	\$30.00
	Lunch	\$30.00
	Dinner	\$40.00
Accommodation:	Hotel, motel, Airbnb, etc. <i>(receipts required)</i>	Actual cost
	Private accommodation	\$50.00 / night
Other:	Ferries, parking, taxi and other transportation costs <i>(receipts required)</i>	Actual cost

Meeting attendees are reminded to choose the most economical travel option. For example, to determine whether to drive or fly, compare the cost of economy airfare, airport parking, mileage to and from the local airport and public transit (e.g. taxi, uber, skytrain) to the meeting, with the cost to drive the total distance including additional mileage, accommodation and meals (that would not have occurred if flying instead of driving).

Reimbursable airfare is the cost of a non-refundable economy flex class ticket purchased at least three weeks prior to the meeting.

Travel expenses will not be reimbursed beyond the costs that would have been incurred using the most economical travel option.

The most economical travel option assumes reasonable accommodation for disabilities, weather conditions, and/or late-night travel. For example, an extra night's accommodation is reasonable if traveling home on the same day of the meeting means driving or flying late into the night.

When combining a BCGREA meeting with other personal travel, reimbursement will be based on the lesser of the actual costs or an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place. Travel expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

This workbook is intended for those living outside the Island and Lower Mainland to calculate appropriate reimbursable costs for attending the BCGREA April 2025 AGM

**Cost to Fly**

Driving cost to and from home and local airport @ 63¢ per km
Parking at local airport (use actual or see over for estimate)
Return air fare from local airport to YVR (use actual or see over for estimate)
Taxi fares to and from YVR and Hotel (use actual or estimate \$75 per trip)
Meals (note: hotel breakfasts are included as well as evening reception and AGM lunch)
Hotel stay in Delta
<b>TOTAL estimated cost if Flying</b>

**Cost to Drive**

Driving cost to and from home and hotel in Delta @ 63¢ per km
Meal costs while driving
Overnight stays while driving (motel, homestay, etc.)
Meals (note: hotel breakfasts are included as well as evening reception and AGM lunch)
Hotel stay in Delta
Other (e.g. ferry costs)
<b>TOTAL estimated cost if Driving</b>

**April 16, 2025 Economy Flex Airfares from Local Airports to YVR**

	Airports	Air Canada	WestJet	Pacific Coastal	Central Mtn Air	Airport Parking Daily Rate
YAA	Anahim Lake			\$ 757		\$ 2.50
QBC	Bella Coola			\$ 922		Free
YBL	Campbell River			\$ 544		\$ 12.00
YCG	Castlegar	\$ 1,002				\$ 8.00
YXC	Cranbrook		\$ 667			\$ 10.00
YXJ	Fort Saint John	\$ 1,002	\$ 832			\$ 12.00
YKA	Kamloops	\$ 838	\$ 897			\$ 16.00
YLW	Kelowna	\$ 834	\$ 829	\$ 669		\$ 26.25
YYE	Penticton		\$ 1,348			\$ 3.00
YZT	Port Hardy			\$ 647		\$ 3.00
YPW	Powell River			\$ 471		\$ 7.50
YXS	Prince George	\$ 953	\$ 748	\$ 924		\$ 15.00
YPR	Prince Rupert	\$ 1,134				\$ 8.00
YQZ	Quesnel				\$ 705	Free
YYD	Smithers	\$ 875				\$ 5.00
YXT	Terrace	\$ 1,089	\$ 1,082			\$ 9.00
YZZ	Trail			\$ 840		\$ 3.00
YWL	Williams Lake			\$ 539		\$ 8.00