

PAR-BC Expense Guidelines to attend PAR-BC New Member Orientation Thursday, June 26, 2008

Preamble:

PAR-BC does not cover the costs of incoming residents' transfer to BC.

PAR-BC does not assume responsibility for any costs associated with, or incurred by non-members traveling with PAR-BC members.

PAR-BC's Director of Finance reserves the right to review all expense claims.

PAR-BC does not return expense claim forms.

The deadline for receipt of all expense claims is **end of business day July 31, 2007**. Late submissions are not acceptable.

A \$50 stipend will be issued to all attendees.

Expenses in excess of \$100 will only be reimbursed if written approval is obtained from PAR-BC in advance of the travel (**requests for approval will be accepted up to June 19, 2008**).

Travel within Vancouver/Lower Mainland:

PAR-BC will reimburse expenses incurred getting to and from the event.

Public transit costs will be reimbursed.

If driving, mileage is reimbursed at \$0.50/km which includes fuel.

Receipts must be included with the expense form.

Travel from distributed sites (Kelowna, Prince George, Victoria)

Travel to and from distributed sites will be covered. As mentioned above, expenses over \$100 must be pre-approved by the Director of Finance.

Meal Expenses:

Breakfast and lunch are included on June 26 as well as refreshments at a reception. A per diem allowance of \$20 will be allowed for meals on the second day if an overnight stay is required.

Accommodation:

If required, one night's hotel accommodation can be booked by PAR-BC. PAR-BC has reserved a small block of rooms for Wednesday, June 25, 2008 and Thursday, June 26th. Alternative accommodation may be pre-approved by PAR-BC at a members' request. Alternative accommodation that is not pre-approved will not be reimbursed.