

One Economic Development Officer (EDO) plus one Land Management Officer (LMO) or Councilors responsible for this portfolio from each Alberta First Nation. LEDAC members are to register as a Partner, rather than one of the two delegates from each First Nation.

Travel costs will be reimbursed only for pre-approved delegates. All delegates are responsible for coordinating and booking their own travel, and ensuring they comply with the Federal Treasury Board travel rates and this event's travel policies.

1.1 All reimbursement for expenses and travel will be strictly guided by this policy and by Federal Government Treasury Board Rates.

1.2 All delegates should always be regulated by the principle of using the most cost-effective approach to travel. This means:

- a) The most inexpensive form of ground transportation should be used. Mileage is **\$0.45 per KM travelled**.
- b) Excursion, Economy and reduced airfares are always preferred.
- c) Please note, car rental & accommodations at any other hotel than Marriott River Cree Resort **will not** be reimbursed.

1.3 Accommodations need to be secured by emailing Danielle.Lightning@edo.ca (Cando Special Projects Coordinator).

Deadline to book your accommodations is **September 13, 2017**. Kindly email the following information to secure accommodations:

First & Last Name: _____

Arrival & Departure Date: (*AB Links will cover MAX. 3 nights' accommodations *Example. September 18, 19, 20th*) You are required to book your accommodations through Danielle Lightning, other accommodations will **not be** reimbursed and will be ineligible.

Best Available Phone Number: _____

Links to Learning will cover your stay for up to 3 nights of accommodation. The maximum reimbursable rate for accommodations will be the standard room rate of \$159 plus applicable taxes per night, therefore upgrades will not be reimbursed.

If there is a **no-show fee for your room, this cost will be deducted from your final travel claim. If you have any questions, please contact Finance Officer Jessica Sanderson-Barry. For those delegates travelling longer distances & attending training Tuesday September 19th may be eligible for (1) additional night which needs to be pre-approved. Kindly email Danielle Lightning for additional information. If you do not book a hotel room at the Edmonton Marriott at River Cree Resort, private accommodations can be claimed on your expense claim at \$50/night.*

1.4 Eligible Expenses are as follows:

- a) Meals as appropriate and reasonable
- b) Mileage as per Expense Claim form rates to a maximum of the equivalent of airfare at the lowest rate
- c) Airfare - Lowest fare
- d) Parking, taxi, shuttle (receipts required)

To be reimbursed for travel-related expenses, delegates **must** complete a detailed expense signed claim form, indicating costs and attaching receipts by the deadline stated below.

1.5 The deadline to submit expense claims is **October 6, 2017**. Any expense claims received any time after this date will not be processed, no exceptions. Travel reimbursement will be processed and mailed out **between September 27-October 6, 2017**.

Please submit expense claims via email or fax to:

Attention Finance Department

Fax: (780) 429-7487

Email: Jessica.sanderson@edo.ca



Expense Claim



Name: _____ Inclusive dates from: _____

Location of meeting: Enoch, AB Position Title: _____

Subject of meetings: Alberta Links to Learning

Travelled from: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	
MEALS:	18-Sep-17	19-Sep-17	20-Sep-17	21-Sep-17	22-Sep-17	
Breakfast: 17.15		Included	Included	Included		\$ _____
Lunch: 18.05		Included	Included	Included		\$ _____
Dinner: 45.95						\$ _____
TOTAL MEAL ALLOWANCE						Sub total \$ _____

Incidental Expense Allowance \$17.30 x _____ days = \$ _____

Kilometre rate: AB - 45.0	Airfare (receipts required)	\$ _____
	Hotel (receipts required)	\$ _____
	Parking (receipts required)	\$ _____
	Taxi / Shuttle / Ferries (receipts required)	\$ _____
	Automobile: 45.0 per/KM	x _____ kms = \$ _____

Total Claim = \$ _____

IMPORTANT* Please make cheque payable to:

Name: _____

Address: _____

Postal Code: _____

X _____

Delegate Signature

X _____

Signature of authorizing officer (Cando)

Please submit expense claims via fax or email:

Attention Finance Department
DEADLINE: October 6, 2017

Fax: (780) 429-7487
Email: jsanderson@edo.ca