

Travel Policy

November 2023 Alberta Links to Learning

One Economic Development Officer (EDO) and one Land Management Officer (LMO) from each First Nation in Alberta may apply to have their travel and participation costs reimbursed. Where an EDO or LMO is not available to attend, the First Nation may designate an alternate community delegate, subject to approval.

The first 90 pre-approved delegates will be reimbursed for eligible travel expenses including their accommodation. All delegates are responsible for coordinating and booking their own travel and must ensure they comply with the Federal Treasury Board travel rates and this event's travel policies.

- 1.1 All reimbursements 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 transportation should be used. If delegates choose to drive and the cost of mileage exceeds the cost of airfare, the lesser amount will be reimbursed.
 - b) Economy airfare must be booked unless there are no other flights available. Flights must be pre-approved prior to booking.
 - c) Accommodation at any hotel other than the Grey Eagle Resort **WILL NOT** be reimbursed.
- 1.3 You are required to confirm your accommodations at the Grey Eagle Resort by emailing Danielle Lightning at Danielle.Lightning@edo.ca ; other accommodations **will not** be covered, and room upgrades will not be eligible for reimbursement. Links to Learning will cover your stay for up to 3 nights of accommodation at the rate of \$169.00 per night plus applicable taxes. Please note that rooms can be booked at the conference rate for the nights previous and after the conference if available, at your own expense. Please visit the Links to Learning website <http://albertalinkstolearning.com/> for additional information.
- 1.4 Eligible Expenses include:
 - a) Meals on travel days (no receipts needed to claim meals); per diem rates apply. All meals are provided throughout the duration of the event.
 - b) Mileage as per expense claim form rates to a **maximum of the equivalent of airfare** at the lowest fare.
 - c) Airfare - lowest fare (**receipts required**).
 - d) Parking, cabfare/Ubers, baggage fees (**receipts required**).
- 1.5 Delegates must complete the expense claim form provided by the deadline of **January 12, 2024**. Please ensure all receipts are included with your claim. Expense claims received any time after this deadline **will not** be processed.

Please submit expense claims by email to:

Karrie Lazarowich
Director of Finance
klazarowich@edo.ca

Please call 780-990-0303 x232 if you have any questions.