



**Purpose:** MFN's Travel & Accommodation Policy is to establish provisions and guidelines for the reimbursement of expenses incurred by individuals traveling on approved MFN business.

**Scope:** All MFN employees including elected officials.

**Note:** When employee arrives and returns from their destination they are to make contact with the immediate supervisor or designate to inform them that they have made it safe and sound. Supervisor or designate is to make note of contact.

**OVERVIEW:** The policy provides for the reimbursement of travel including eligible expenses incurred while traveling on MFN business.

1. All trips must have prior authorization, with the exception of the normal operation of Micmac Air Charter whose pilot is required to inform the Chief Executive of all flight information (i.e. flight schedule, flight plan, etc.).
2. All expenses shall be recorded on the band travel claim form, approved and submitted to accounting for payment on return
3. All airline tickets required will be arranged by the department of the employee.
4. The Director or Manager may approve advances in the amount of 90%. If Director or Manager is not available, approval can be acquired from the Director of Finance, General Manager, Chief or Vice Chief.
5. If an advance was issued, then all receipts must be submitted before the 10% is paid out.
6. If private vehicles are used, the mileage rate will be as per Treasury Board Rates that are updated twice annually (April 1<sup>st</sup> & Oct 1<sup>st</sup>). If gas is purchased at the Gas Bar in lieu of mileage, then a P.O. must be used.
7. No Employee is required to drive after dark or in adverse weather conditions. If employees choose to travel in adverse weather conditions, they do so at their own risk.
8. When flying is an option, two days are allotted as travel days and a cost comparison is to be completed (flying vs. driving - full economy fair vs mileage). You will be paid lesser of the two. If 100% reimbursed by external agency, this do not apply with the exception of leave policy (days absent).
9. Overtime will not apply if employee decides to use a different method of travel due to preference; they will only receive what they could have gotten if they had traveled the route suggested. e.g. driving vs. flying.
10. A waiver is required for individuals traveling on band business who are under the age of 18.
11. If not 100% reimbursed, the department or individual will be responsible.
12. If travel is reimbursed by an external agency then relevant documents must be provided including contact information.
13. Ground mileage incurred will be given for one trip only, if you are to go to 2 meetings in a close span of each other than the employee will only receive one lot of travel for said trip.
14. When an employee signs the approved travel claim and MFN Affidavit for Business Travel Form they assume the responsibility for themselves and others that may travel



with. Agreeing that the vehicle is fit for use and release MFN of legal obligations for said vehicle.

Attached to Travel Claim: MFN Affidavit for Business Travel Form

**Special Travel circumstances where above policy procedure still applies:**

1. This does not matter if the travel is reimbursable.
2. This does not matter the amount of time in between meetings.
3. Overtime will not be collected if an employee has more than one meeting in the span of a few days and decides to stay in the area of the meeting, instead of returning home and traveling back to the meeting. Supervisor will approve if additional meals and accommodations will be covered.

**ACCOMADATIONS:**

Anyone traveling on approved band business will require government rates. A list of suggested accommodations could be obtained at the band administration office.

Hotel – Government rates

Private accommodation – As per rates set by Treasury Board that are updated twice annually (April 1st & Oct 1st)

Incidental allowance – As per rates set by Treasury Board Rates that are updated twice annually (April 1st & Oct 1st)

Hotel and Private Accommodation – As per rates set by Treasury Board Rates that are updated twice annually (April 1st & Oct 1st)

Rates are listed in the travel claim form found at [www.mfngov.ca](http://www.mfngov.ca)

**MEALS:**

Each employee traveling will receive the following meal allowances:

Breakfast – As per Treasury Board Rates - updated twice annually (April 1<sup>st</sup> & Oct 1<sup>st</sup>)

Lunch - As per Treasury Board Rates

Dinner - As per Treasury Board Rates

Full Day - As per Treasury Board Rates

No receipts are required for meal allowance



### **Other Expenses**

#### **ENTERTAINMENT:**

Entertainment expenses for business meetings must be paid for and then reimbursed when receipts are approved. Managers, Directors and Chief and Council are only authorized personnel to use this part of the policy.

#### **GIFTS**

All gifts must be approved by the Chief

#### **CHIEFS TRAVEL**

All chiefs' travel must be reviewed by the General Manager to ensure that Chief and Council's policy is being followed.

#### **GROUP TRAVEL**

When more than one person is traveling on the same day to the same event, costs to the organization should be minimized.

- Depending on departmental budgets.
- Two people per vehicle would be approved for mileage per trip.
- Hotel room may be shared where the employee is comfortable.
- For more than five people band vehicle such as the bus should be arranged.

Exemptions may be arranged by the Director where it is not possible to travel together due to timing.

**Chief and council and the General Manager are exempt from group travel.**

#### **TRAVEL REPORTS:**

All Miawpukek First Nations travel by employees including Chief and Council must be reported to immediate supervisor within five (5) days.

The report must be in the form of briefing notes with any relevant information attached.

Failure to follow this procedure will result in consequences under the MFN's personnel policy of progressive discipline.

#### **MILEAGE:**

As per Treasury Board Rates adopted by MFN.