



Travel Policy

2018 Economic Development Youth Summit

The selected delegates: Indigenous (First Nations, Metis, Inuit) and Non-Indigenous youth ages 18-30 from across Canada may apply to have their travel and participation reimbursed.

Travel costs will be reimbursed only for pre-approved delegates. All delegates are responsible for coordinating and booking their own travel through Danielle Stanley, 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.
- b) Excursion, Economy and reduced airfares are always preferred.
- c) Costs for accommodation will only be covered through the River Cree Resort
- d) Please note, accommodations at any other hotel **will not** be reimbursed

1.3 Accommodations need to be secured by contacting Danielle Stanley at Danielle.Stanley@edo.ca or 780-990-0303 ext. 229. Cando will cover your stay for up to 4 nights from July 22-26, 2018. Accommodations will be secured at the **River Cree Resort**; other accommodations **will not be reimbursed and will be ineligible**. If you do not book a hotel room at the 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 claim form, indicating costs and attaching receipts by the deadline stated below.

1.5 The deadline to submit expense claims is **August 31, 2018**. Any expense claims received any time after this date will not be processed, no exceptions.

Please submit expense claims via email or fax to:

Attention Finance Department

Fax: (780) 429-7487

Email: Jessica.sanderson@edo.ca