



# AIRFARE EQUIVALENT ESTIMATE

(To be attached to your expense claim form)

NAME: \_\_\_\_\_ COMPONENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## PART 1 – EVENT INFORMATION

Location (City): \_\_\_\_\_

Start Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Date of Event: \_\_\_\_\_ End Time: \_\_\_\_\_

## PART 2 – FLYING

TO ACCURATELY REFLECT THE COST OF FLYING, COMPLETE THE FOLLOWING:

- (a) cost of mileage from home/work to airport (total kms x .53/km) \_\_\_\_\_
- (b) parking costs at airport \_\_\_\_\_
- (c) cost of flight \_\_\_\_\_
- (d) transportation cost from airport to venue \_\_\_\_\_
- (e) return transportation cost from venue to airport \_\_\_\_\_
- (f) cost of mileage from airport to home (total km's x .53/km) \_\_\_\_\_
- (g) total time required off work to fly to venue \_\_\_\_\_
- (h) total time required off work to fly home \_\_\_\_\_
- (i) # of nights for which accommodation required \_\_\_\_\_

TOTAL \$ = A + B + C + D + E + F = \_\_\_\_\_

## PART 3 – DRIVING

TO ACCURATELY REFLECT THE COST OF DRIVING, PLEASE COMPLETE THE FOLLOWING:

**\*\*Please ensure you list the name(s) of any member you drove to and/or from this event on your expense claim form.**

- (a) cost of mileage from home/work to venue (total kms x .53/km) \_\_\_\_\_
- (b) parking at venue (# of days required \_\_\_\_ ) & approx. costs \_\_\_\_\_
- (c) cost of mileage from venue to home (total kms x .53/km) \_\_\_\_\_
- (d) ferry costs (if applicable) \_\_\_\_\_
- (e) toll or other charges (if applicable) \_\_\_\_\_
- (f) total time required off work to drive to venue \_\_\_\_\_
- (g) total time required off work to drive home \_\_\_\_\_
- (h) # of nights for which accommodation required \_\_\_\_\_

TOTAL \$ = A + B + C + D + E = \_\_\_\_\_

Clause 9.7 of the BCGEU Financial Manual speaks to Travel Expenses. In particular, Clause 9.7(d) allows for members to use their personal vehicles instead of public transportation (ie., flying, transit, taxi) if the cost of driving does not exceed the cost of flying.

In order to allow for proper comparison of the costs associated with either form of travel, members are required to complete Form FA-733.

This procedure does not apply where a member has a valid medical certificate on file with the Union.

### **AVERAGE FARES: January 1 to April 30, 2014**

<b>AIR FARE EQUIVALENT</b>			
<b>Location</b>	<b>Claimable Airfare Rate</b>	<b>Mileage to and from* in kms</b>	<b>Mileage @ \$.53/km</b>
Castlegar	\$ 356.76	1212	\$642.36
Cranbrook	422.91	1912	\$1013.36
Dawson Creek	433.91	2356	\$1248.68
Fort St. John	553.63	2422	\$1283.66
Kamloops	341.65	690	\$365.70
Kelowna	393.29	758	\$401.74
Nelson	356.76	1294	\$685.82
Penticton	433.91	810	\$429.30
Prince George	444.41	1550	\$821.50
Prince Rupert	567.06	2976	\$1577.28
Quesnel	371.44	1308	\$693.24
Smithers	588.26	2282	\$1209.46
Terrace	565.16	2688	\$1424.64
Williams Lake	344.92	1072	\$568.16

- *Mileage has been determined by Google Maps (\*BCGEU Area Office to HQ, or City Hall to HQ if no BCGEU office in that area)*
- *Fares quoted based on average costing of the four-month period*
- *Fares quoted with Air Canada Corporate discount*

**DATED: December 16, 2013**

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