



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 .54/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 .54/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 = _____

(Less parking paid by union) _____

TOTAL CLAIMED _____

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 .54/km) _____
- (b) parking at venue (# of days required _____) & approx. costs _____
- (c) cost of mileage from venue to home (total kms x .54/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: MAY 1, 2016 TO AUGUST 31, 2016

AIR FARE EQUIVALENT			
Location	Claimable Airfare Rate	Mileage to and from* in kms	Mileage @ \$.54/km
Castlegar	\$ 421.84	1212	\$ 654.48
Cranbrook	473.92	1912	1032.48
Dawson Creek	448.61	2356	1272.24
Fort St. John	489.88	2422	1307.88
Kamloops	417.01	690	372.60
Kelowna	332.48	758	409.32
Masset	708.97	3576	1931.04
Nelson (Castlegar)	421.84	1294	698.76
Penticton	422.47	810	437.40
Prince George	452.71	1550	837.00
Prince Rupert	606.64	2976	1607.04
Quesnel	342.04	1308	706.32
Smithers	640.87	2282	1232.28
Terrace	462.06	2688	1224.72
Trail	448.57	1232	665.28
Williams Lake	342.04	1072	578.88

- *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: April 12, 2015

MoveUP