



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 = _____

The following excerpts from the BCGEU Financial Manual refer to and may help when completing the Airfare Equivalency form:

9.3 (a)(3) Additional leave will only be granted for travel when it is not possible to travel to or from the function outside of working hours or when travelling to or from a union event would exceed 12 hours from the start of the workday.

9.7 (a) Members are expected to travel by public transportation when travelling outside their normal work location (usually by air) when attending union business.

9.7 (d) Members who choose to use their private vehicle instead of the available public transportation, (e.g. air and taxi), may claim for such travel at the rate determined by the Provincial Executive upon the recommendation of the Finance Committee, provided that the total cost to the Union does not exceed the cost, available to the Union, of the public transportation and related travel costs, (e.g. taxis and parking), for both the member and any member passenger(s) travelling on approved union business.

Where the union pays directly for extra costs associated with the member choosing to drive their private vehicle, (for example parking costs at the event location), those costs will be deducted from the amount a member would otherwise be entitled to claim based on the airfare equivalent estimate form.

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.

For further detailed information, please refer to the Financial Manual via the following link:
http://www.bcgeu.ca/Constitution_and_financial_manual

AVERAGE FARES: September 1, 2016 to December 31, 2016

AIR FARE EQUIVALENT			
Location	Claimable Airfare Rate	Mileage to and from* in kms	Mileage @ \$.54/km
Castlegar	\$ 428.01	1212	\$ 654.48
Cranbrook	500.93	1912	1032.48
Dawson Creek	413.17	2356	1272.24
Fort St. John	491.64	2422	1307.88
Kamloops	459.46	690	372.60
Kelowna	343.43	758	409.32
Masset	700.57	3576	1931.04
Nelson	428.01	1294	698.76
Penticton	455.02	810	437.40
Prince George	455.00	1550	837.00
Prince Rupert	668.32	2976	1607.04
Quesnel	366.97	1308	706.32
Smithers	689.93	2282	1232.28
Terrace	492.55	2688	1224.72
Trail	448.57	1232	665.28
Williams Lake	352.49	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