



Date: January 29, 2018

Name

Address

This is your "NON-EMPLOYEE TRAVEL AUTHORIZATION LETTER" to confirm that the Ministry of Children and Family Development will pay for travel costs for the purpose of attending the FASD Training held on Jan. 30 & 31, 2018 in Richmond, BC. This Authorization Letter is not to be used by anyone other than you. Travel expenses may be claimed by filling out the enclosed "Travel Expense Reimbursement Non-Employee" form. Please note that tips, gratuities and valet service are not reimbursed.

Transportation:

Air	(Original receipts required)
Ferry	(Original receipts required)
Bus	(Original receipts required)
Car	(Mileage allowance is \$ 0.53 per km)
Taxi	(Original receipts required)

Meals:

Breakfast	\$ 12.00 <i>(if travel status begins before 7:00 a.m.)</i>
Lunch	\$ 13.80 <i>(claimable only if not provided)</i>
Dinner	\$ 23.25 <i>(if travel status ends after 6:00 p.m.)</i>

*Meals provided at the event cannot be claimed: January 30: Breakfast & Lunch
January 31: Breakfast & Lunch

Accommodation: Attendees are to pay for and submit original receipts for hotel accommodation. Rates above the special room rate of \$149 plus tax at the host hotel need to be substantiated. Please note that incidentals will not be reimbursed. Meals on the hotel invoice should be subtracted from the claimed accommodation expenses, as meals are reimbursed through the per diem detailed above. You may use private accommodation (friend or family) instead of commercial accommodation and claim the private accommodation allowance of \$30.00 per night (no receipt is required).

Miscellaneous: Parking, one five-minute long distance call home/day, airport improvement fees (attach original receipts). Child Care Expenses: up to \$50.00 per day with the submission of a receipt
Please keep all **original receipts** except those for meals and attach them to your claim for reimbursement. A copy of this letter must also be attached. Your claim should be submitted **within five (5) working days** of completion of each trip to:

Ministry Contact: Tanisha Bonsdorf
Mailing Address: 1-525 Superior St PO Box 9719 STN PROV GOVT Victoria, BC V8W 9S1

Sincerely,

Anne Fuller
FASD Consultant
Children and Youth with Special Needs Policy

Enclosures: Non-Employee Travel Expense Claim
PLEASE ALLOW 6-8 WEEKS FOR PROCESSING OF THIS CLAIM

**Ministry of Children and Family Development
FASD Training January 2018 Travel Expense Claim Form**

Name:	Mailing Address:
Meeting Dates:	
Travel Dates:	
Location:	

Ministry Contact: Tanisha Bonsdorf (778) 698-8151

MEALS—paid by per diem, place (✓) in appropriate box and total at end; no receipts required.

Date	Breakfast \$12.00	Lunch \$13.80	Dinner \$23.25	B & L \$25.80	L & D 37.05	B & D \$35.25	Full Day \$49.05	Total

ACCOMMODATIONS—itemize by day, excluding meals and phone calls charged to the room; attach receipts.

Date	Location	Receipt (✓)	Total

MILEAGE—personal vehicle only, paid at \$0.53 per kilometre, no receipts required.

Date	Start Point	End Point	Total kms	Total

OTHER EXPENSES—other transportation (taxi, bus, airfare paid on own), parking, etc.; attach receipts

Date	Description of Expense	Receipt (✓)	Total

Signature of Claimant: _____

Date: _____

Total
Claim

Notes	18XLR	6504	15070	\$	
	18XLR			\$	

Certified Correct: _____

Date: _____

Signing Authority Signature: _____

Date: _____

**Ministry of
Children and Family
Development**

Anne Fuller
FASD Consultant
Children and Youth with Special
Needs Policy

Mailing Address:
PO Box 9719 Stn Prov Govt
Victoria BC V8W 9S1
Victoria, BC

Location Address:
1-525 Superior Street,
Victoria BC V8V 1T7

Telephone: 778 698 7366