



BC CARE PROVIDERS ASSOCIATION

Subject: Allowances and Expenses
Original Approval: Sept 16, 1993
Amended: Sept 18, 2014
Issuing Authority: Chief Executive Officer
Effective Date: Sept 18, 2014

1. Employees using their own vehicles must have \$3 million public liability insurance and the Association will pay the increased cost difference between \$1 million versus \$3 million liability.
2. Employees using their own vehicles for pre-approved Association business will be paid mileage at the rate of .51¢ km for the first 200 km. A rate of .31¢ km will apply after 200 km. Payment of this rate will cover all operational costs of the vehicle including insurance.
3. The Association will reimburse staff for reasonable food costs incurred outside the Metro Vancouver region using the following per diem schedule
 - a. Breakfast \$11.00
 - b. Lunch \$15.00
 - c. Dinner \$29.00
4. Gratuities are not to exceed maximum of 15%
5. A per diem cannot be claimed if a meal has been provided at the event attended by the employee.
6. The Association will reimburse staff for the costs incurred for hotel accommodation while on Association business. Staff will make every effort to secure cost-effective accommodation which must be pre-approved by the Chief Executive Officer.
7. Employees will be reimbursed for reasonable out-of-pocket expenditures while travelling on Association business. As a guide, incidental expenses will be those expenditures which would not normally be incurred in not travelling on business.
8. All expenses must be claimed on the standard expense claim form. The form will be forwarded to the Executive Assistant to the CEO who will check the claim, raise the required cheque and forward to the Chief Executive Officer for approval.