

**DATE APPROVED/AMENDED:** February 26, 2024 Executive Committee

## Travel Rates Policy

### 1. Scope of policy

- a. These rates shall apply to all YAEP activities including Professional Development (PD), unless otherwise specified.
- b. When a member is approved by the YAEP Executive to travel to Whitehorse from a rural Yukon community to participate in meetings or hearings as identified in Article 7.01 through 7.08 of the Collective Agreement, they may be entitled to receive compensation in accordance with this policy.
- c. It is expected that the members will attend the meeting in full. Reimbursement for travel costs is dependent on full attendance (extenuating circumstances would be considered).

### 2. Travel rates within the Yukon

- a. Eligibility and authority
  - i. Members who travel more than 70km round trip from their home school or place of residence whichever is less are eligible to claim travel expenses in accordance with this policy.
  - ii. Members traveling on YAEP business are encouraged to pool the use of cars whenever possible. When two or more members are traveling to a meeting in the same car, the driver only may then claim reimbursement at the approved mileage rates.
  - iii. Notwithstanding the above, YAEP pays for travel from communities for each member who needs to travel individually to attend YAEP sponsored events.
- b. Road and Air Travel
  - i. Travel in personal vehicles will be paid at .605 cents per kilometer for all approved YAEP business or approved PD activities (PD Rates are Annex in table). The following is a tabled calculation of the approved round trip milage expense claim for vehicle travel from Yukon communities to Whitehorse;

Beaver Creek	892.8 km	\$ 540	Haines Junction	310.4 km	\$ 188
Carcross	144.4 km	\$ 87	Mayo	813.4 km	\$ 492
Carmacks	354.8 km	\$ 215	Pelly Crossing	567.8 km	\$ 344
Dawson City	1066.8 km	\$ 645	Ross River	819.6 km	\$ 496
Destruction Bay	521.6 km	\$ 316	Teslin	335.4 km	\$ 215
Faro	720 km	\$ 436	Watson Lake	876 km	\$ 530

- ii. In cases where commercial flights are available on the travel days, YAEP members will be reimbursed for the lesser amount, the return mileage, or the lowest return airfare available at the time of travel or thereafter. (Even if they choose to drive their own vehicle).

c. TOC Coverage and time off

- i. TOC coverage of ½ day for travel time to and from Whitehorse is provided for members residing in Beaver Creek, Dawson City, Faro, Ross River, Mayo, Watson Lake, and Old Crow

or alternatively

- ii. TOC coverage costs will be provided at a full day or half day in a manner corresponding to the amount of time the member is required to be away from school in order to rely on a commercial flight for travel to and from Whitehorse.

d. Accommodation – Eligibility and Coverage

Members residing in Beaver Creek, Dawson City, Faro, Ross River, Mayo, Watson Lake, and Old Crow and attending an event scheduled to conclude after 3pm, are entitled to accommodation expenses.

- i. *In Whitehorse:* Rural members attending approved YAEP business or PD activities in Whitehorse will be reimbursed to a maximum of \$210.00 per night for hotel rooms (receipts required), OR \$50.00 for each applicable night of private non-commercial accommodation (no receipts required). In cases where YAEP has secured a room rate, this will be the maximum amount reimbursed. If members do not book this rate according to the provider's time limit, or choose to stay at another commercial location, the member will be responsible for paying the difference between the YAEP secured rate and the cost of their accommodation. It is the member's responsibility to contact the YAEP Office to determine whether YAEP hotel rates are available.
- ii. *Outside of Whitehorse:* Members attending approved YAEP business or PD activities outside of Whitehorse will be reimbursed, by YAEP the full reasonable cost of hotel rooms (receipts required) OR \$50.00 for each applicable night of private accommodation for those who would otherwise incur hotel costs. (No receipts required).

e. Meals

- i. Meal allowance will be paid for approved YAEP business and PD activities at the rate of: Breakfast \$23.20, Lunch \$21.40, and Dinner \$61.45.
- ii. If a YAEP Executive or committee meeting extends over a meal break, each YAEP member and invited guest/s either have a meal at the expense of the YAEP or, if no meal has been arranged, the prescribed rate for lunch or dinner be allowed as an expense.

**3. Travel outside the Yukon**

- a. Travel and accommodation from outside the Yukon is viewed as an extraordinary expense and shall in each instance, require Executive Committee approval by way of a duly administered motion at a regularly scheduled meeting.
- b. Meal and accommodation rates will be paid as per rates for travel within the Yukon.

#### 4. Use of Personal Vehicles

- a. Members shall carry their own automobile insurance for passenger hazard, third party liability, collision, etc. No claim for expenses arising out of the use of an automobile by a member shall be accepted by the YAEP unless the claimant has insurance coverage satisfactory to the YAEP. The YAEP will not reimburse a member for losses resulting from accidents.

#### 5. Childcare

- a. YAEP will pay childcare costs for rural members who cannot leave their children at home to attend YAEP Conferences.
- b. Members attending YAEP meetings, who must use childcare which would not normally be used in the course of that day, may claim a maximum of \$50.00 per day. Receipts from a registered childcare provider must be provided.
- c. PD activities other than YAEP Conferences are not eligible for childcare costs.

#### 6. General

- a. YAEP members who fly commercially to attend YAEP-PD sponsored local PD events, non-credit courses, cultural PD, visitation-collab, and conferences who do not have access to a vehicle may claim taxi-fares to and from the airport (when a shuttle service is not available) and to and from the PD event. Receipts will be required.
- b. YAEP members are not eligible to claim under this policy any benefit for reimbursement or cost incurred which has been paid by another party.
- c. Any member concerned with the equity or access of an expense claim can request a review by the Executive Committee by notifying the YAEP President.

#### Annex: PD Rates (for approved PD events only)

*Accommodation (In Whitehorse):* \$231 per night (see 2 (d)(i) for rules)

*Mileage Rates: 0.69 cents per kilometer*

Beaver Creek	892.8 km	\$ 616	Haines Junction	310.4 km	\$ 214
Carcross	144.4 km	\$ 100	Mayo	813.4 km	\$ 561
Carmacks	354.8 km	\$ 245	Pelly Crossing	567.8 km	\$ 392
Dawson City	1066.8 km	\$ 736	Ross River	819.6 km	\$ 566
Destruction Bay	521.6 km	\$ 360	Teslin	335.4 km	\$ 245
Faro	720 km	\$ 497	Watson Lake	876 km	\$ 604

*Meals:*

Breakfast	\$ 24.35
Lunch	\$ 22.35
Dinner	\$ 64.45

*Childcare:*

\$18 per hour to a maximum of \$126

PD mileage and rates are updated in accordance with the PD fiscal calendar (Sep-Aug).