Yukon Association of Education Professionals

DATE APPROVED/AMENDED: October 26, 2026 YAEP Executive

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 YAEP business and PD event meetings in full. Members are entitled to reimbursement for travel costs provided they have attended the event up to its adjournment and or the end of the event.

d. At the YAEP's sole discretion, extenuating circumstances may be considered as a basis to provide reimbursement where there has not been strict adherence to this policy by the member.

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. When travelling on YAEP Business or for PD events, members from the same household (spouses or common-law partners) are not eligible to make separate road and/or air travel mileage claims.
iv. 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	$ 625	Haines Junction	310.4 km	$ 217
Carcross	144.4 km	$ 101	Mayo	813.4 km	$ 569
Carmacks	354.8 km	$ 248	Pelly Crossing	567.8 km	$ 397
Dawson City	1066.8 km	$ 745	Ross River	819.6 km	$ 574
Destruction Bay	521.6 km	$ 365	Teslin	335.4 km	$ 235
Faro	720 km	$ 504	Watson Lake	876 km	$ 613

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 Eligibility, 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.

iii. TOCs are eligible to be reimbursed for travel costs when attending events for YAEP business after they have met the following criteria (Consistent with YAEP PD Policy).

"TOCs are eligible for YAEP Business or PD funding upon completion of an accumulative total of 80 hours of employment and a minimum monthly average of 40 hrs/month of employment". Please see the PD Policy for PD funding options for TOCs. https://www.yaep.ca/professional-development

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 $259.00 per night for hotel rooms (receipts required), OR $80.00 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 $80.00 for each applicable night of private accommodation for those who would otherwise incur hotel costs. (No receipts required).

iii. When travelling on YAEP Business or for PD events, members from the same household (spouses or common-law partners) are not eligible to make separate accommodation claims.

iv. When travelling on YAEP Business or for PD events, members are not eligible to make an accommodation claim for a dwelling in which they hold a proprietary interest.

e. Meals

i. Meal allowance will be paid for approved YAEP business and PD activities at the following rates:

Meal Allowance	Canada	Yukon & Alaska	NWT	Nunavut
Breakfast	$29.50	$26.65	$29.05	$35.20
Lunch	$30.05	$33.80	$34.45	$41.80
Dinner	$61.70	$79.15	$73.55	$100.95
Total	$121.25	$139.60	$137.05	$177.95

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.

iii. Members are not eligible to claim meal expenses for the meals prior to their travel when departing their home community in the Yukon. (For example, when leaving the home community on a morning, members cannot make a claim for breakfast). Members who arrive at their destination prior to 6pm are not eligible to claim a dinner expense.

3. Travel outside the Yukon

a. Travel and accommodation 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. Travel outside the Yukon for PD Purposes requires approval by the PD Committee.

c. When flying to and from the Yukon to a PD Event the member is expected to take the flight that is closest to the beginning and ending of the event. Members are not eligible to claim meal expenses for the meals prior to their flight time when departing their home community in the Yukon. (For example, when leaving the Yukon on a morning flight members cannot make a claim for breakfast). Members whose return flight arrives at their destination airport prior to 6pm are not eligible to claim a dinner expense.

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. The YAEP will not reimburse a member for losses arising from the member's use of their personal vehicle.

5. Childcare

a. YAEP will pay childcare costs for rural members who cannot leave their children at home while attending YAEP Business or PD Events, and where the member would not be required to secure childcare, but for the YAEP Business or PD event.

b. Members attending YAEP meetings or PD Events, and who must use childcare which would not ordinarily be utilized in the course of that day, may claim a maximum of $15 per hour to a maximum of $120.00 per day. Receipts from a registered childcare provider must be provided.

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.