



ElderActive Recreation Association

4061 – 4th Ave, Whitehorse, YT Y1A 1H1
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TRAVEL/ACCOMMODATION POLICY & CLAIM FORM FOR MEMBERS

This policy was approved by motion on August 10, 2015 by the ERA Board of Directors.

TRAVEL:

When funds permit, ERA will reimburse members travelling to Whitehorse, or between communities, for the Annual and Semi-Annual Meetings, and other ERA Board sanctioned Special Events, such as the Winter Competition and Canada 55+ Games meetings at the following rates. The rate is based on vehicle per trip, with two or more members per vehicle insofar as that is possible. Travel will be reimbursed at a rate of \$0.45/km for the one way distance. If more than one member claims travel for the same date and event, and none of the vehicles were full, the reimbursement will be divided proportionally at the discretion of the ERA Executive.

1. **Regularly scheduled activities:** please note - travel expenses will not be paid for regularly scheduled activities at the Canada Games Centre or other venues.
2. When bus transportation is provided, private vehicles will not be paid mileage without prior board approval.

One Way Distances/return trip rates:

Atlin, BC	182 km	\$82.00	Dest. Bay	265 km	\$120.00	Ross River	360 km	\$162.00
Beaver Creek	457 km	\$206.00	Faro	356 km	\$160.00	Stewart Xing	354 km	\$160.00
Carcross	74 km	\$34.00	Haines Jn	158 km	\$71.00	Tagish	102 km	\$46.00
Carmacks	175 km	\$79.00	Marsh Lake	68 km	\$31.00	Teslin	208 km	\$94.00
Dawson City	536 km	\$241.00	Mayo	407 km	\$184.00	Watson Lake	454 km	\$204.00

ACCOMMODATION:

1. When funds permit, ERA will pay a total of 50% of the basic cost of each hotel room, (shared when possible) up to a maximum of two nights, for members who travel more than 100 km to attend an ERA Board sanctioned event in Whitehorse. The remaining 50% of the hotel room cost will be the responsibility of those who share the room, **OR**
2. When funds permit, ERA may compensate members \$20.00 per night for up to 2 nights, if they choose to stay with family or friends while attending an ERA Board sanctioned event in Whitehorse.

Name _____ Address _____ **Passengers:**

City _____ Postal Code _____ 1 _____

Phone _____ Purpose of this Trip _____ 2 _____

Travel From _____ to _____ Date _____ 3 _____

THIS CLAIM Travel (as above) \$ _____ 4 _____

Accommodation (shared with) _____ \$ _____
(Receipt attached if applicable)

TOTAL \$ _____

Date Claim Submitted _____

Signature _____

Revised August 2015/Effective Sept 1, 2015

ERA use only:

Board approved _____

Paid by cheque # _____