



## **Purpose**

The purpose of this policy is to create and enforce guidelines and procedures regarding the reimbursement of travel expenses of Toquaht Nation citizens who are attending People's Assemblies. This policy will:

- a. Define approved travel expenses
- b. Define who is eligible to apply for reimbursement
- c. Lay out the reimbursement procedure
- d. State certain conditions that apply.

## **Scope**

This policy applies to approved travel expenses for eligible Toquaht Nation citizens who are travelling to a People's Assembly. At the Toquaht Nation Administration's discretion the policy may apply to travel expenses to other community gatherings or meetings, as determined on a case-by-base basis by the Director of Operations.

## **Approved Travel Expenses**

'Approved travel expenses' are defined as the cost of gas for Toquaht Nation citizens to attend a People's Assembly, and are inclusive to distances on Vancouver Island only. For example, if a Toquaht Nation citizen lives in Vancouver and takes the ferry to Nanaimo to attend a People's Assembly in Ucluelet, the cost of gas will be reimbursable for the distance between Nanaimo and Ucluelet only.

Approved travel expenses are based on distance and are laid out in Appendix A. Distance is calculated based on the location of the People's Assembly and:

- a. The Toquaht Nation citizen's place of residence  
or
- b. The Toquaht Nation citizen's place of arrival on Vancouver Island.

## **Policy Statement**

The Toquaht Nation Administration will reimburse eligible Toquaht Nation citizens for approved travel expenses for the purpose of attending a People's Assembly, subject to the terms of this policy.



A Toquaht Nation citizen is eligible to apply for reimbursement of approved travel expenses for the purpose of attending a People's Assembly if:

- a. They live more than 30 kilometres away from the location of a People's Assembly  
and
- b. They are the driver and/or owner of the vehicle that transports themselves and/or other Toquaht Nation citizens to a People's Assembly  
or
- c. They are not able to drive themselves and arrange for a driver to take them to the People's Assembly.

Only one (1) Toquaht Nation citizen per vehicle is eligible to apply for reimbursement of approved travel expenses.

### **Reimbursement Process**

A Toquaht Nation citizen who is eligible for reimbursement of approved travel expenses must complete the following process:

- a. Attend the People's Assembly and sign-in on the Attendance Sheet
- b. Complete a 'Travel Reimbursement' form, including the licence plate of the vehicle they drove or were driven in, and hand it in at the end of the People's Assembly

The Toquaht Nation Administration will issue reimbursement via cheque, which will be mailed to the Toquaht Nation citizen at the earliest possible convenience.

### **Conditions**

- a. At every possible opportunity, Toquaht Nation citizens should attempt to carpool
- b. Only one (1) Toquaht Nation citizen per car is eligible to apply for reimbursement of approved travel expenses
- c. The Director of Operations reserves the right to approve or deny a 'Travel Reimbursement' claim if the information included appears to be fraudulent or inconsistent with the terms of this policy.

### **Implementation**

This policy is implemented as of November 16, 2012.

TOQUAHT NATION ADMINISTRATION  
PEOPLE'S ASSEMBLY TRAVEL POLICY



APPENDIX A

Effective April 1st, 2019

	One Way		Return		Road Type	
	Distance	Amount	Distance	Amount	Paved	Gravel
<b>PORT ALBERNI to</b>						
Bamfield	117	\$ 28.15	234	\$ 56.30	44	190
Campbell River	166	\$ 33.20	332	\$ 66.40	332	
Cassidy	115	\$ 23.00	230	\$ 46.00	230	
Courtney	121	\$ 24.20	242	\$ 48.40	242	
Ditidaht	98	\$ 22.80	192	\$ 45.80	44	148
Duncan	150	\$ 30.00	300	\$ 60.00	300	
Esowista	126	\$ 25.20	252	\$ 50.40	252	
Fair Harbour	401	\$ 84.15	802	\$ 168.30	644	158
Gold River	257	\$ 51.40	514	\$ 102.80	514	
Horseshoe Bay	146	\$ 29.20	292	\$ 58.40	292	
Ladysmith	122	\$ 24.40	244	\$ 48.80	244	
Lake Cowichan	172	\$ 34.40	344	\$ 68.80	344	
Macoah (Toquaht)	112	\$ 23.20	224	\$ 46.40	192	32
Nanaimo	99	\$ 19.80	198	\$ 39.60	198	
Oclucje	373	\$ 77.15	746	\$ 154.30	644	102
Pacheena Bay	115	\$ 24.08	230	\$ 48.15	43	187
Parksville	65	\$ 13.00	130	\$ 26.00	130	
Port Renfrew	241	\$ 51.02	482	\$ 102.04	369	113
Qualicum Beach	60	\$ 12.00	120	\$ 24.00	120	
Thasis	323	\$ 67.97	646	\$ 135.94	611	135
Tin Wis	134	\$ 26.80	268	\$ 53.60	268	
Tofino	137	\$ 27.40	274	\$ 54.80	274	
Ucluelet	111	\$ 22.20	222	\$ 44.40	222	
Vancouver	122	\$ 24.40	244	\$ 48.80	244	
Victoria	210	\$ 42.00	420	\$ 84.00	420	
Zeballos	362	\$ 74.40	724	\$ 148.80	644	80
<b>CAMPBELL RIVER to</b>						
Courtney	60	\$ 12.00	120	\$ 24.00	120	
Fair Harbour	250	\$ 53.95	500	\$ 107.90	342	158
Gold River	106	\$ 21.20	212	\$ 42.40	212	
Oclucje	222	\$ 46.95	444	\$ 93.90	342	102
Parksville	132	\$ 26.40	264	\$ 52.80	264	
Qualicum Beach	122	\$ 24.40	244	\$ 48.80	244	
Woss Lake	147	\$ 29.40	294	\$ 58.80	294	
Zeballos	211	\$ 44.20	422	\$ 88.40	342	80
<b>GOLD RIVER to</b>						
Ahaminquas	25	\$ 5.00	50	\$ 10.00	50	
Fair Harbour (Gravel Route)	195	\$ 46.40	390	\$ 92.80	94	296
Oclucje (Gravel Route)	167	\$ 39.40	334	\$ 78.80	94	240
Zeballos (Gravel Route)	156	\$ 36.35	312	\$ 73.30	94	218
<b>UCLUELET to</b>						
Esowista	41	\$ 8.20	82	\$ 16.40	82	
Iltatsoo	29	\$ 5.80	58	\$ 11.60	58	
Macoah	65	\$ 11.80	110	\$ 23.60	78	32
Tin Wis	54	\$ 10.80	108	\$ 21.60	108	
Tofino	57	\$ 11.40	114	\$ 22.80	114	



APPENDIX A

	One Way		Return		Road Type	
	Distance	Amount	Distance	Amount	Paved	Gravel
<b>ZEBALLOS to</b>						
Campbell River	211	\$44.20	422	\$88.40	342	80
Comox	282	\$56.40	524	\$112.80	444	80
Courtney	266	\$53.20	512	\$106.40	432	80
Fair Harbour (Gravel Route)	54	\$13.50	108	\$27.00		108
Ladysmith	387	\$79.40	774	\$158.80	694	80
Nanaimo	364	\$74.80	728	\$149.60	646	80
Oclucje	26	\$6.50	52	\$13.00		52
Parksville	328	\$67.60	656	\$135.20	576	80
Port Hardy	141	\$30.20	282	\$60.40	202	80
Port McNiel	102	\$22.40	204	\$44.80	124	80
Qualicum Beach	318	\$65.60	636	\$131.20	556	80
Thasis	216	\$46.20	432	\$90.40	352	80
Vancouver	436	\$89.20	872	\$178.40	792	80
Victoria	459	\$93.80	918	\$187.60	838	80
Willow Point	236	\$49.20	472	\$98.40	392	80
<b>OCLUCJE to</b>						
Campbell River	222	\$46.95	444	\$93.90	342	102
Comox	285	\$55.55	530	\$111.10	428	102
Courtney	255	\$53.55	510	\$107.10	408	102
Port McNiel	124	\$27.35	248	\$54.70	146	102
Port Hardy	152	\$32.95	304	\$65.90	202	102
Woss	51	\$12.75	102	\$25.50		102
Willow Point	232	\$48.95	464	\$97.90	382	102
Zeballos	26	\$6.50	52	\$13.00		52
<b>TSAXANA to</b>						
Ahaminaguas	25	\$ 5.00	50	\$ 10.00	50	
Cumberland	182	\$36.40	364	\$72.80	364	
Fair Harbour (Gravel Route)	195	\$ 46.40	390	\$ 92.80	94	298
Gold River						
Oclucje (Gravel Route)	167	\$ 39.40	334	\$ 78.80	94	240
Willow Point	131	\$26.20	262	\$52.40	262	
Zeballos (Gravel Route)	156	\$ 36.35	312	\$ 73.30	94	218