
GUIDELINES FOR ALLOWABLE TRAVEL EXPENSES (FOR RESEARCH PURPOSES ONLY)

The following guidelines apply to travel expenses **directly related to research activity**. Signed expenses claims with original receipts should be retained for WorkSafeBC inspection, but need not be submitted with progress reports.

Transportation

It should be noted that the MOST ECONOMICAL METHOD of transportation should be utilized wherever practical.

- By Car**
- Mileage rates - ALL vehicles - \$0.52/km.
 - Parking will be paid when necessary; parking receipts must be retained.
- By Air**
- Receipts and tickets must be retained for airfares. Applicants must cover additional costs of business or first class travel, if used.
- By Ferry**
- Receipts for automobiles must be retained if ferry is used.
- By Taxi**
- A receipt will be required for amounts over \$5.00, or accumulated individual totals over \$10.00.

Accommodation and Meals

Recipients are expected to be prudent in their choice of hotels. The **maximum** allowable rate is \$130.00 CDN per night. Original receipts or paid hotel bills must be retained. If a credit card is used, the hotel bill must show charge card imprint or have a charge card flimsy attached.

The allowable expenses for meals (while on travel related to the project only) are:

- Breakfast \$13.00
- Lunch \$15.00
- Dinner \$25.50