

References:	CITY OF NANAIMO FINANCE POLICY ,TRAVEL EXPENSE CLAIMS POLICY	
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1.0 GENERAL INFORMATION

- 1.1. PURPOSE:** To ensure that all instructors/evaluators selected by the Academy adhere to the invoicing policies and procedures.
- 1.2. RESPONSIBILITY:** It is the responsibility of the Academy to ensure that all instructor/evaluators are informed of the invoicing policies and procedures and it is the responsibility of instructors/evaluators to abide by these requirements.

2.0 PROCEDURES

2.1. TRAVEL EXPENSES:

- 2.1.1. Travel arrangements are the responsibility of the instructor and must be approved in advance as per the City of Nanaimo Travel Expense Policy. Receipts are required for reimbursement with your invoice.
- 2.1.2. Accommodation
- 2.1.2.1. Hotel, motel or other accommodation; claim actual expenditures. Receipts required.
 - 2.1.2.2. Personal phone calls, movies, and bar service will not be reimbursed.
 - 2.1.2.3. If staying in a private residence; an allowance of \$40 per day may be claimed. No receipts required.
- 2.1.3. Transportation
- 2.1.3.1. Plane, train, ferries etc. equivalent to economy class will be reimbursed. Receipts required.
- 2.1.4. Meals – No receipts required
- 2.1.4.1. For a full day course – 3 meals may be claimed, for a half-day course breakfast and lunch may be claimed.
 - 2.1.4.2. Breakfast \$20
 - 2.1.4.3. Lunch \$25
 - 2.1.4.4. Dinner \$40
 - 2.1.4.5. Do not claim when meal is provided through the function attended.
- 2.1.5. Mileage Claims: No receipts required
- 2.1.5.1. Vehicles \$0.58 per km
 - 2.1.5.2. State km travelled, location of the start of trip, the destination and whether it is a return trip

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2.2. INVOICE REQUIREMENTS

- 2.2.1. The invoice must be made out to City of Nanaimo with all the following details (as per the invoice template):
 - 2.2.1.1. Date of instruction/evaluation
 - 2.2.1.2. Course name (one course per invoice)
 - 2.2.1.3. Invoice date
 - 2.2.1.4. Business License number if instruction/evaluation was conducted in the city of Nanaimo
 - 2.2.1.5. Instructor/evaluator name and/or company name
 - 2.2.1.6. Address correspondence and payment can be sent to
 - 2.2.1.7. Phone number
 - 2.2.1.8. E-mail address (optional)
 - 2.2.1.9. Amounts to be invoiced as per the agreement made with the Academy
 - 2.2.1.10. Expenses as per Section 2.1 Travel Expenses

2.3. INVOICES ARE SUBMITTED TO

- 2.3.1. Vancouver Island Emergency Response Academy
 - 580 Fitzwilliam Street
 - Nanaimo BC V9R 6E2
 - Phone: 250-755-4551
 - Fax: 250-753-5480
 - E-mail: viera@nanaimo.ca



Karen Fry
Academy Director

April 8, 2020
Date