

Updated
TRAVEL ASSISTANCE POLICY

Future Forest Ecosystems Scientific Council (FFESC)
Collaborative Planning Workshop
Wednesday, April 29, 2009

Workshop attendees who travel more than 80 kilometres to get to the Best Western Richmond Inn are eligible to request travel assistance up to \$400.

If you live outside an 80 km radius of the Best Western Richmond Inn, you may claim 50 cents per km for kilometres travelled in excess of the 80 km radius, up to a maximum of \$400.

Mileage calculations are to reflect kilometres travelled both ways, from your location (town/city) to Richmond, return.

If you are located within the 80 km radius (Victoria, Duncan, Nanaimo, Vancouver and area), you are not eligible for a travel grant. Likewise, residents living outside the 80 km radius will not be reimbursed for their travel within the radius.

Travel formula: distance (km) X 2 (return) – radius (80 km) X \$0.5 (50 cents) = travel grant

Here are the calculations for various locales attendees are travelling from. FORREX calculated these distances using the Natural Resources Canada Topographical Map (as the crow flies).

Calculations by locale:

Town	Distance* (km)	Calculation	Grant
Vancouver**	11	Within radius – no grant	None
Victoria	80	Within radius – no grant	None
Duncan	60.1	Within radius – no grant	None
Nanaimo	58	Within radius – no grant	None
Campbell River	203.2	$203.2 \times 2 - 80 = 326.4 \times \$0.5 = \$163.20$	\$163.20
Lillooet	187.2	$187.2 \times 2 - 80 = 294.4 \times \$0.5 = \$147.2$	\$147.20
Kamloops	256	$256 \times 2 - 80 = 432 \times \$0.5 = \$216.00$	\$216.00
Kelowna	260.8	$260.8 \times 2 - 80 = 441.6 \times \$0.5 = \$220.80$	\$220.80
Vernon	300.8	$300.8 \times 2 - 80 = 521.6 \times \$0.5 = \$260.80$	\$260.80
Revelstoke	390.4	$390.4 \times 2 - 80 = 700.8 \times \$0.5 = \$350.40$	\$350.40
Nelson	401.6	$401.6 \times 2 - 80 = 723.2 \times \$0.5 = \$361.60$	\$361.60
Proctor	422.4	$422.4 \times 2 - 80 = 764.8 \times \$0.5 = \$382.40$	\$382.40
Cranbrook	508.80	$508.80 \times 2 - 80 = 937.6 \times \$0.5 = \$468.80$	\$400.00
Williams Lake	337.6	$337.6 \times 2 - 80 = 595.2 \times \$0.5 = \$297.60$	\$297.60
Prince George	524.8	$524.8 \times 2 - 80 = 969.6 \times \$0.5 = \$484.80$	\$400.00
Telkwa	674	$674 \times 2 - 80 = 1268 \times \$0.5 = \$634.00$	\$400.00
Smithers	680	$680 \times 2 - 80 = 1280 \times \$0.5 = \$640.00$	\$400.00
Lethbridge	718.4	$718.4 \times 2 - 80 = 1356.80 \times \$0.5 = \$678.40$	\$400.00
Edmonton	800	$800 \times 2 - 80 = 1520 \times \$0.5 = \$760.00$	\$400.00

*Distance is km from each locale to Richmond, BC

**Vancouver includes Vancouver, Surrey, New Westminster, Burnaby, and Maple Ridge

Expense claim forms will be provided at the workshop and should be submitted to FORREX after the event.

If you have any questions, please contact:

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Note: this policy reflects an update to the original policy posted to the FFESC web site

April 23, 2009