

NAFF IV Travel Policy

NAFF IV can provide travel support to qualifying delegates. Delegates must make their own travel arrangements - NAFF cannot make travel arrangements on behalf of delegates or provide advance payments.

Qualifying Delegates

One (1) delegate representing communities and organizations participating in the following DFO Programs qualify for support:

- Indigenous Commercial Fisheries (AICFI, PICFI, NICFI);
- Aboriginal Aquatic Resource and Oceans Management (AAROM); or
- Aboriginal Fisheries Strategy (AFS).

Eligible Costs

NAFF IV will reimburse costs for the following:

- Airfare (round-trip) from the delegate's origin to Nanaimo, if air transportation is the primary means of travel. The reimbursable amount for ticket cost applies to economy fares only.
- **-or-**
- Mileage (round-trip) from the delegate's origin to Nanaimo and return, if this is the primary means of transportation. The reimbursable amount for mileage is \$0.55/km.
- **-and-**
- Hotel accommodations (room rate plus tax only, exclusive of incidentals and other costs) for up to four (4) nights; reimbursable up to \$200/night + tax.

Non-Eligible Costs

NAFF IV cannot provide support for costs associated with the following:

- Meals during travel dates, or other meals not provided to delegates as part of the conference;
- Incidentals;
- Mileage (unless the primary means of transportation as outlined above);
- Other secondary means of transportation (e.g. ferry, train, etc.);
- Vehicle rentals;
- Tolls; and
- Parking.



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Exclusions

Reimbursement cannot be provided for purchases made with loyalty points or other non-monetary methods.

Only one (1) delegate per eligible community or organization can receive reimbursement. Costs cannot be reimbursed to multiple representatives per CFE, AAROM, or community in full or in part.

Reimbursement Process

Travel support will be administered on a claim basis. Eligible and approved costs will be reimbursed after the conference, and subject to the submission of an expense claim and supporting receipts.

Qualifying delegates are required to apply for reimbursement in advance to ensure that they meet criteria and to allow for faster processing. To apply, please fill out the attached form or complete it online:

https://docs.google.com/forms/d/e/1FAIpQLSdRNh6TCm_SraXjY-w8ZMDIs3BiBxelfXlwwET-HDTrt44zg/viewform?usp=sf_link

The deadline to apply for reimbursement is **09 October 2023**.

Qualifying delegates will be provided with a travel claim form which they can return with receipts/proof of purchase for airfare and accommodations to a conference representative onsite or electronically. To submit claims electronically, scans of the claim form and required receipts can be emailed to: **claims@naff.ca**

Please ensure your claims are legible and complete to ensure prompt processing.

Claims and receipts will be reviewed and processed with payment issued via electronic transfer or cheque.

Electronic transfer is the preferred means of payment. Please allow 4-6 weeks for cheques to be processed and mailed for those who prefer to receive payment by cheque.

Questions?

If you have questions about the claim process, please contact **info@naff.ca**.

If you are seeking reimbursement for costs not covered by this policy, please contact your Program representative.

