



## **Policies and Procedures**

### **11.0 Member Travel POLICY**

**Approved by YCOA Board: December 12, 2023**

**Review Date: 2027**

#### **11.1 Policy Intent**

The YCOA Board of Directors [Board] recognizes that YCOA Members may not have sufficient funds to travel from their Yukon community to Whitehorse for the YCOA general meeting (i.e., AGM and any special general meeting).

The intent of this policy is to ensure that:

- YCOA Members understand amount of funding available to travel; and
- YCOA Members understand and follow the pre-approval process required to receive funding; and
- There is a consistent approach for the timely reimbursement of the YCOA members' pre-authorized travel expenditures.

#### **11.2 Funding**

YCOA has a limited budget and will only be able to provide funding for YCOA Member travel when funds permit. Where necessary, YCOA will offer a portion of the funding requested to provide some financial assistance to more members or where budget restrictions do not permit full reimbursement.

#### **11.3 Pre-Travel Approval Process**

All member funded travel to the AGM must go through a pre-approval process:

1. YCOA Travel Form must be submitted to YCOA two weeks prior to the AGM.
2. Approval will be in the form of an approved Board Motion or signature of President or Acting President within one week of the form being submitted.
3. Member will be notified by email of the outcome of their funding request.

#### **11.3 Submitting Receipts**

Members are not required to submit receipts.

#### **11.4 Accommodation**

When funds permit, YCOA may compensate YCOA Members \$20.00 per night for up to 2 nights, if they choose to stay with family or friends while in Whitehorse to attend the AGM. No hotel accommodation will be reimbursed.

#### **11.5 Meals**

The Board does NOT provide funding or reimbursement for meals for YCOA Members travelling to the AGM.

#### **11.6 Vehicle Travel**

If funds permit, YCOA may provide YCOA Members financial assistance to offset the cost of vehicle travel from the community of their permanent residence to Whitehorse. The rate will be 15.0 cents (CAD) per kilometer.

**11.7 Travel Distances**

The following table is the distance from a community that will be used by YCOA to calculate YCOA Member distance for possible funding:

<b>COMMUNITY</b>	<b>DISTANCE</b>
Atlin, BC	182
Beaver Creek	457
Carcross	74
Carmacks	175
Dawson City	536
Destruction Bay	265
Faro	356
Haines Junction	158
Keno City	464
Lake Laberge	48
Marsh Lake	68
Mayo	407
Mount Lorne	39
Pelly Crossing	285
Ross River	360
Steward Crossing	354
Tagish	102
Teslin	208
Watson Lake	454

**11.8 References**

1. Yukon Council on Aging Travel form