

PICNet Travel and Expense Claim Guidelines

PICNet travel and expense claim guidelines adhere to the financial policies of the Provincial Health Services Authority. Please see the policy below for expense claim guidance.

Please submit your PICNet Travel/Expense Claim along with **original receipts** to:

PICNet Management Office
 Attn: Helen Evans, Communications Coordinator
 555 West 12th Avenue
 Suite #400 East Tower, Room 413/414
 Vancouver, BC V5Z 3X7

Questions: Contact Helen Evans by phone at (604) 707-2667 or by email at helen.evans@phsa.ca

PHSA Travel and Business Expense Policy

Reference: Section 6.1.2

Unless specified in a collective agreement, where a personal vehicle is used for business travel, the standard rate per kilometre for claimants is \$0.50.

Reference: Section 10.2

The per diem allowance for meals and incidentals for overnight stays are as follows:

	Canadian Travel (\$CDN incl tax)
Meals - Breakfast, lunch and dinner	\$45.00
Incidentals	\$5.00
Daily Maximum	\$50.00

Reference: Section 10.3

The per diem allowance for meals without overnight stays based on time of departure criteria are as follows:

	Meal Per Diem eligibility is based on the time of Departure:	Canadian Travel (\$CDN incl tax)
Breakfast	Before 7:00am	\$11.00
Lunch	Before 12:00pm	\$13.00
Dinner	Before 6:00pm	\$21.00
Daily Maximum		\$45.00

Reference: Section 9.3

Where a claimant has arranged out of town accommodation with a relative or friend while traveling for business, an allowance of \$30 per night will be paid to the claimant.