



Community Educator Travel Policy & Rates

Updated November 2019

Purpose

While Wild Voices first priority is to support place-based presentations and field studies, CBEEN recognizes that some communities in the Basin lack access to local educators and programming that suits their needs topically. As such, CBEEN endeavours to support educators in travelling to other communities in the Basin to offer their programs.

Framework

The following policy outlines a framework for approved and reimbursed travel (round-trip) for Wild Voices programs:

300 km or less – Can be travelled at the discretion of the Community Educator for any length of program with mileage claimed and reimbursed according to CBEEN's current mileage rates (see next page for rates).

300+ km, within home District – Can be travelled at the discretion of the Community Educator for *a full day of programming* (1x full-day, 2x half-days, 3+ in-class). Mileage is claimed and reimbursed according to CBEEN's current mileage rates. *If preferred, Community Educators may be eligible for reimbursement for multi-day travel (see next scenario).*

300+ km, outside of home District – Must be **pre-approved** by the Wild Voices Program Manager, *must meet a geographic or topical gap in local programming and include multiple program bookings.* For these trips, Community Educators are also eligible for reimbursement of accommodation and meal expenses. Support for these trips is provided through an agreement with Science World, details below:

- Mileage: reimbursed at CBEEN's current mileage rates.
- Meals: up to \$50/day reimbursed with submitted receipts.
- Accommodation: up to \$150/day reimbursed with submitted receipts.

Where possible, Community Educators are encouraged to travel to field study sites by bus with students.

Travel requests requiring pre-approval can be sent to wildvoices@cbeen.org. Travel expense claims can be submitted online through an educator's [membership account](#), or through the online form: <http://cbeen.ca/ce-guide-travel/>



Appendix A: Claiming Expenses for Transportation

The rates below were evaluated based on the increased time spent, inconvenience, and in some cases actual cost of active or alternative travel.

- Gas-powered Vehicle: \$0.50/km
- Hybrid Vehicle*: \$0.55/km
- Full Electric Vehicle: \$0.60/km
- Additional rate / person in independent vehicle** : +\$0.10/km
- Carpooling Passenger: \$0.10/km
- Public Transportation***: \$0.60/km
- Non-motorized Transportation***: \$0.70/km

*For a list of acceptable hybrid vehicles go to:

<http://electricvehicles.caa.ca/hybrid-electric-vehicles-available-in-canada/>

** Compensation for carpooling passengers can only be claimed for passengers who are travelling on approved CBEEN business

*** Unless working enroute (i.e. on public transportation) staff can only bill for the time it would have taken to reach their destination using an independent vehicle option