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# SATURNA ISLAND FIRE PROTECTION SOCIETY

## **POLICY #16 TRAVEL**

Approved: November 22, 2021

Revised: January 19, 2026

### **Preamble**

This policy provides guidance to directors and volunteers regarding the authorization and reimbursement of travel-related expenses incurred when carrying out necessary and authorized business of the Society.

### **Policy**

Individuals submitting or authorizing travel-related reimbursement claims shall ensure SIFPS funds are used responsibly and in accordance with this policy.

Expense claims may include travel time, travel expenses, accommodations, meals, and/or other associated expenses. To be eligible for reimbursement, a travel-related expense must be authorized by the appropriate service Chief, if it relates to a volunteer, or by the President if it relates to a SIFPS director. All travel-related expense claims shall be supported with original receipts, where applicable.

The reimbursement of reasonable travel-related expenses incurred while carrying out volunteer or director duties is not taxable in the hands of the volunteer or director.

### **A. Travel by Personal Vehicle**

- a) A volunteer driving their own vehicle off Saturna Island while on authorized SIFPS business shall be paid at a rate of \$0.72 per kilometer. The number of kilometers claimed shall be based on travel from their home on Saturna Island directly to the authorized off-island destination and the return journey home. The per-kilometer rate is a fully inclusive rate intended to cover all personal vehicle costs.
- b) Reasonable parking fees, if applicable, will be reimbursed upon presenting the original parking receipt.
- c) Ferry costs for a vehicle and driver will be reimbursed with original receipts. Any BC Ferries Experience Card discounts enjoyed by the volunteer should be appropriately reflected in their reimbursement claims.

## **B. Accommodation**

A volunteer requiring overnight accommodation (e.g. attending a training course) should seek approval from their respective service Chief in advance of traveling and reserving accommodation. Similarly, a director should seek approval from the President. Under normal circumstances, SIFPS will pay for or reimburse reasonable accommodation expenses.

## **C. Meal Expenses**

Meal expenses when on authorized travel shall be paid on a per diem basis as follows:

- a) \$18 for breakfast
- b) \$21 for lunch
- c) \$30 for dinner

Per diems for meal expenses are applicable based on the time of day traveled, e.g., if departing on the early morning ferry and returning on the afternoon ferry, then breakfast and lunch per diems can be claimed. If returning on the evening ferry, then breakfast, lunch, and dinner per diems can be claimed.

## **Procedure for Submitting a Travel Expense Claim**

To expedite payment of authorized travel expenses, the following procedures must be followed:

- a) A volunteer or director shall complete a SIFPS Expense Claim Reimbursement Form.
- b) Completed forms should be clear and legible (neatly written or typed).
- c) Completed forms with original receipts attached are to be submitted within 15 days of expenses being incurred to the appropriate service Chief (if submitted by a volunteer) or the President (if submitted by a director).
- d) Completed forms shall be dated and signed by the claimant and the person authorizing.
- e) Authorized forms and original receipts should be sent by the person authorizing to the SIFPS Bookkeeper for payment processing.