



AIRFARE EQUIVALENT ESTIMATE

(To be attached to your expense claim form)

NAME: _____ COMPONENT: _____

ADDRESS: _____

EMAIL ADDRESS: _____

PART 1 – EVENT INFORMATION

Location (City): _____

Start Date of Event: _____ Start Time: _____

End Date of Event: _____ End Time: _____

PART 2 – FLYING

TO ACCURATELY REFLECT THE COST OF FLYING, COMPLETE THE FOLLOWING:

- (a) cost of mileage from home/work to airport (total kms x .52/km) _____
- (b) parking costs at airport _____
- (c) cost of flight _____
- (d) transportation cost from airport to venue _____
- (e) return transportation cost from venue to airport _____
- (f) cost of mileage from airport to home (total km's x .52/km) _____
- (g) # of hours LOA required to fly to venue _____
- (h) # of hours LOA required to fly home _____
- (i) # of nights for which accommodation required _____

TOTAL \$ = A + B + C + D + E + F = _____

PART 3 – DRIVING

TO ACCURATELY REFLECT THE COST OF DRIVING, PLEASE COMPLETE THE FOLLOWING:

- (a) cost of mileage from home/work to venue (total kms x .52/km) _____
- (b) parking at venue (# of days required ____) & approx. costs _____
- (c) cost of mileage from venue to home (total kms x .52/km) _____
- (d) ferry costs (if applicable) _____
- (e) toll or other charges (if applicable) _____
- (f) # of hours for LOA required to drive to venue _____
- (g) # of hours for LOA required to drive home _____
- (h) # of nights for which accommodation required _____

TOTAL \$ = A + B + C + D + E = _____

Clause 9.7 of the BCGEU Financial Manual speaks to Travel Expenses. In particular, Clause 9.7(d) allows for members to use their personal vehicles instead of public transportation (ie., flying, transit, taxi) if the cost of driving does not exceed the cost of flying.

In order to allow for proper comparison of the costs associated with either form of travel, members are required to complete Form FA-733.

This procedure does not apply where a member has a valid medical certificate on file with the Union.

AVERAGE FARES: January 1 to April 30, 2012

AIR FARE EQUIVALENT			
Note: Airfare includes WE Service Fee			
Location	Claimable Airfare Rate	Mileage to and from* in kms	Mileage @ \$.52/km
Castlegar	\$ 645.51	1212	\$ 630.24
Cranbrook	671.15	1912	994.24
Dawson Creek	726.03	2356	1225.12
Fort St. John	1086.67	2422	1259.44
Kamloops	589.39	690	358.80
Kelowna	480.23	758	394.16
Nelson	645.51	1294	672.88
Penticton	578.19	810	421.20
Prince George	645.39	1550	806.00
Prince Rupert	815.63	2976	1547.52
Quesnel	558.03	1308	680.16
Smithers	960.11	2282	1186.64
Terrace	943.31	2688	1397.76
Williams Lake	387.79	1072	557.44

- *Mileage has been determined by Google Maps (*BCGEU Area Office to HQ, or City Hall to HQ if no BCGEU office in that area)*
- *Fares quoted based on average costing of the four-month period*

DATED: December 2, 2011