



# 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 .54/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 .54/km) \_\_\_\_\_
- (g) total time required off work to fly to venue \_\_\_\_\_
- (h) total time required off work to fly home \_\_\_\_\_
- (i) # of nights for which accommodation required \_\_\_\_\_

**TOTAL \$ = A + B + C + D + E + F =** \_\_\_\_\_

(less parking paid by union) \_\_\_\_\_

**TOTAL CLAIMED** \_\_\_\_\_

## PART 3 – DRIVING

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

**\*\*Please ensure you list the name(s) of any member you drove to and/or from this event on your expense claim form.**

- (a) cost of mileage from home/work to venue (total kms x .54/km) \_\_\_\_\_
- (b) parking at venue (# of days required \_\_\_\_\_ ) & approx. costs \_\_\_\_\_
- (c) cost of mileage from venue to home (total kms x .54/km) \_\_\_\_\_
- (d) ferry costs (if applicable) \_\_\_\_\_
- (e) toll or other charges (if applicable) \_\_\_\_\_
- (f) total time required off work to drive to venue \_\_\_\_\_
- (g) total time required off work to drive home \_\_\_\_\_
- (h) # of nights for which accommodation required \_\_\_\_\_

**TOTAL \$ = A + B + C + D + E =** \_\_\_\_\_

The following excerpts from the BCGEU Financial Manual refer to and may help when completing the Airfare Equivalency form:

9.3 (a)(3) Additional leave will only be granted for travel when it is not possible to travel to or from the function outside of working hours or when travelling to or from a union event would exceed 12 hours from the start of the workday.

9.7 (a) Members are expected to travel by public transportation when travelling outside their normal work location (usually by air) when attending union business.

9.7 (d) Members who choose to use their private vehicle instead of the available public transportation, (e.g. air and taxi), may claim for such travel at the rate determined by the Provincial Executive upon the recommendation of the Finance Committee, provided that the total cost to the Union does not exceed the cost, available to the Union, of the public transportation and related travel costs, (e.g. taxis and parking), for both the member and any member passenger(s) travelling on approved union business.

Where the union pays directly for extra costs associated with the member choosing to drive their private vehicle, (for example parking costs at the event location), those costs will be deducted from the amount a member would otherwise be entitled to claim based on the airfare equivalent estimate form.

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.

For further detailed information, please refer to the Financial Manual via the following link:  
[http://www.bcgeu.ca/Constitution\\_and\\_financial\\_manual](http://www.bcgeu.ca/Constitution_and_financial_manual)

### AVERAGE FARES: January 1, 2016 TO April 30, 2016

AIR FARE EQUIVALENT			
Location	Claimable Airfare Rate	Mileage to and from* in kms	Mileage @ \$.54/km
Castlegar	\$ 406.19	1212	\$ 654.48
Cranbrook	457.52	1912	1032.48
Dawson Creek	226.29	2356	1272.24
Fort St. John	473.54	2422	1307.88
Kamloops	401.49	690	372.60
Kelowna	333.11	758	409.32
Masset	436.76	3576	1931.04
Nelson	406.19	1294	698.76
Penticton	406.70	810	437.40
Prince George	436.87	1550	837.00
Prince Rupert	588.16	2976	1607.04
Quesnel	316.84	1308	706.32
Smithers	622.26	2282	1232.28
Terrace	432.54	2688	1224.72
Trail	318.37	1232	665.28
Williams Lake	340.46	1072	578.88

- 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
- Fares quoted with Air Canada Corporate discount

DATED: Dec. 10, 2015

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FA-733 / Rev: 2015-12-10