



Northern British Columbia Graduate Students' Society

BC Federation of Students Local 20

Travel Support

What NBCGSS covers, how much, and how to apply

WHO CAN APPLY

Board Members & Staff

Travel support is available to all NBCGSS Board members and staff (including the Executive Director) travelling on society-approved activities — BCFS events, the Skills Development Symposium, orientation activities, and community engagement initiatives.

All travel must be approved in writing before any expenses are incurred. Trips that begin without written approval will not be reimbursed under any circumstances.

WHAT WE COVER

Reimbursable Expenses & Rates

Expense	Rate / Limit
Meals — Breakfast	\$17.00
Meals — Lunch	\$28.00
Meals — Dinner	\$30.00
Meals — Extra (incidentals)	\$10.00
Meals — Daily Maximum	\$85.00 / day
Accommodation	Up to \$150 / night
Personal vehicle (mileage)	\$0.67 / km
Airfare	Economy class — book early
Ground transport (taxi, ride-share)	Receipts required
Domestic travel insurance (optional)	Reimbursable within trip cap

Meals provided at no cost by the conference or host cannot be claimed as per diem for those meal periods.

HOW MUCH CAN I CLAIM?

Trip Caps & Approval Tiers

The total amount NBCGSS will cover depends on your type of travel:

Travel Type	Trip Cap	Who Approves
Local / Regional (no flights)	Up to \$400	Chairperson + Director of Internal Relations

Travel Type	Trip Cap	Who Approves
Provincial (flight within BC)	Up to \$1,000	Full Board approval (formal motion)
National (out of province)	Up to \$1,500	Full Board approval (formal motion + budget memo)
Exceptional	Over \$1,500	Full Board approval + detailed budget justification

Up to 12 Local/Regional trips per year can be approved without a Board meeting. All other tiers require a formal Board motion.

HOW TO APPLY

Four Simple Steps

- 1

Submit a Travel Fund Application Form at least 30 days before your trip.

Pick up the form from the NBCGSS office (Room 7-168, UNBC) or download it from the website. Include your destination, dates, purpose, and a budget estimate.
- 2

Receive written approval before booking anything.

Local trips: Chairperson + Director of Internal Relations. Provincial/National: wait for a Board motion. Short-notice events (under 30 days) may qualify for expedited approval — contact the office.
- 3

Travel and keep every receipt.

Save boarding passes, hotel folios, taxi and ride-share receipts, and event confirmations. Digital copies (photos or PDFs) are accepted.
- 4

Submit your claim within 30 days of returning.

Complete the expense form, attach receipts and proof of travel, and include a brief post-travel report (one paragraph on what you attended and its benefit to the society).

NEED HELP WITH UPFRONT COSTS?

Travel Advances Available

If covering flights or accommodation upfront is a barrier, you can request a Travel Advance of up to 80% of your approved budget when you submit your application. Reconcile the advance with receipts within 30 days of returning. Any unspent funds must be returned promptly.

KEY DEADLINES AT A GLANCE

Important Dates

Apply by	At least 30 days before departure (expedited option for short-notice events)
Submit claim by	Within 30 days of returning from your trip
Payment timeline	Board reviews within 15 business days; payment within 30 days of approval
Travel advance	Reconcile within 30 days of return; unspent funds must be returned promptly

WHAT'S NOT COVERED

The following are not reimbursable under this policy:

- Expenses already covered by BCFS or another partner organization
- Trips that began without written prior approval
- Cancellation fees arising from a personal choice to cancel
- Per diem for meal periods where meals were provided at no cost
- Any amount above the approved budget without prior written authorization
- Personal expenses (entertainment, upgrades, alcohol, etc.)

Questions? Contact the NBCGSS Office

Room 7-168, 3333 University Way, UNBC, Prince George, BC | gssoffice@unbc.ca

This summary reflects the NBCGSS Travel Policy approved by the Board in July 2026. For the full policy, visit the NBCGSS website or request a copy from the office.