



## UNITED FOSTER PARENTS OF CANADA CORPORATION

### OUT OF TOWN COURT TRAVEL

#### **Purpose:**

To assist members having to travel long distances in order to appear in court to answer charges laid against them in the course of their duties as a Foster Parent.

#### **Criteria:**

- **All reimbursements are subject to approval by the Operations Committee before payment will be made.**
- Court must be in **excess of 100 kms.** from the member's home (one way, as verified by google maps or similar).
- Only the member charged is eligible for reimbursement.
- Receipts are required for reimbursement.
- Maximum amounts are applicable to reimbursement.
- Hotel costs apply to Trials of two or more consecutive days only.
- Policy is based on the member driving to their trial location, if the member is unable to drive then it is expected that they will take the most economical means of transportation, prior approval is required if not driving.

#### **Eligible Reimbursements:**

- **Gasoline** used during the trip. (Actual cost incurred)
- **Alternate Travel Costs:** Alternate Travel costs may be reimbursed if the member is unable to drive to Court.
- **Parking** at or near the Court House (Actual cost incurred)
- **Hotels.** For Trials of two or more consecutive days the cost of a hotel room for the days of the trial. (Maximum reimbursement is **\$85.00** per day including all taxes).
- If the Trial Location is an excessive distance from the member's home then a hotel may be eligible for reimbursement for the night before the trial. (Prior approval required)

#### **Procedure:**

- It is recommended that the member fill up their car the night before travel and the day of returning home. Obtain and submit Receipts for gasoline purchased during their days of travel.
- Parking, if required to be paid for obtain and submit receipts.



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- The member's hotel is subject to room cost only, no room service, and is subject to the above maximum. The member may, at their own cost, choose to stay at a hotel costing more than the amount eligible for re-imbusement.
- Member is to submit their receipts on the approved form, which may be obtained from the website, UFPCC office or their local Representative, along with verification of attendance in Court. Verification can be a copy of the Attendance Notice issued by the Court, your Lawyers initials on the approved form or an email from your Lawyer to our Office.
- Reimbursement will be made once the request is approved by the Operations Committee.