

SURVIVOR ENGAGEMENT SESSIONS ASSISTANCE TRAVEL AND EXPENSE POLICY FOR SURVIVORS IN SPECIAL CIRCUMSTANCES

PURPOSE

This document supports the Sixties Scoop Foundation's Engagement efforts to ensure that survivor supported travel expenses are managed in the most cost-effective manner possible. The policy and associated procedures provide an accountability framework and guidelines for the reimbursement of reasonable and appropriate travel expenses for survivor in special circumstances are approved to travel to attend one of the 10 national survivor engagement sessions.

MANDATORY REQUIREMENTS OF SURVIVORS

Survivors are responsible for:

- Submitting a Special Circumstances Travel Assistance Application and receiving pre-approval for travel bursary funds by the Sixties Scoop Engagement staff;
- Submitting expenses promptly; and
- Providing appropriate backup documentation (e.g. original receipts) and sufficient explanations, if needed.

PRE-AUTHORIZATIONS FOR SURVIVORS IN SPECIAL CIRCUMSTANCES

Pre-trip approval requests are to be approved according to the following table:

- Self-identifies as a Sixties Scoop survivor;
- Will attend the closest engagement session to the survivor's primary residence;
- Provides an explanation and examples of special circumstances why they are requiring travel support to attend the closest survivor engagement session;
- Individuals requiring accompaniment due to disability, and/or a mental health condition will require a doctor's note for the support person to be covered for travel and accommodations.

REIMBURSEMENT OF TRAVEL EXPENSES FOR SURVIVORS IN SPECIAL CIRCUMSTANCES

General Guidelines:

- The travel assistance application must be submitted 3 weeks before the engagement session date. *All applications received and approved within 3 weeks of the engagement session, will be reimbursed no longer than 3 weeks after the session.*
- Applicants pre-approved for mileage reimbursement are responsible for obtaining and submitting expenses promptly (by the close of the Engagement session) and providing appropriate backup documentation with sufficient explanations.

- Meals during travel and outside the engagement sessions will NOT be covered by the travel bursary program.

Accommodations:

- Accommodation locations will be pre-determined.
- If applicants want to make a cancellation, survivors will be responsible for contacting the Director of Engagement PRIOR to the cancellation deadline, or for cancelling directly with the hotel to avoid no show charges.
- Applicants will NOT be reimbursed for personal or miscellaneous expenses, such as hotel in-room movies, room service, laundry and mini-bar refreshments.

Airline Reservations:

- All domestic (Canada) air travel will be in economy class, regardless of the length of time of the flight.
- Should an airline delay require an overnight stay, the applicant should contact the travel agency for assistance to secure lodging.

Use of Personal Car:

- If applicants choose to drive and use their personal car to attend one of the engagement sessions, survivors must obtain pre-approval for mileage reimbursement.
- If approved, the rate per kilometer payable is currently \$0.50. *Kilometers are calculated using the distance from the Claimant's Primary Residence Location or home to the address of the survivor engagement session.*
- Car pooling with other survivors is encouraged.

Bus, and Rail Travel:

Bus and rail travel will be the preferred option for applicants' when:

- It is less expensive than air travel; and
- There is an opportunity for survivors to travel as a big group from a particular community.