

## **LGANT Member Travel Policy Non Band-Manager**

### **Background**

Local Government Administrators NWT (LGANT) believes members, particularly those with high travel costs from around the Northwest Territories, should receive partial financial assistance to attend the LGANT Annual AGM & Conference in Yellowknife, while also realizing the need to exercise fiscal responsibility of LGANT funds.

Note: The following Travel Policy applies to Regular LGANT members only<sup>1</sup>. Individuals holding Associate Memberships are not eligible for travel expense reimbursement. Regular LGANT Members are defined in the LGANT Bylaws as follows:

*All Senior Managers (Senior Administrative Officers, Assistant Senior Administrative Officers, Band and Town Managers, Chief Executive Officers) of NWT Community Governments or Indigenous Governments.*

### **Travel Policy**

LGANT will reimburse members' attendance at the LGANT Conference & AGM, for eligible expenses, whose costs exceed \$1,000. Members attending the LGANT Conference shall contribute the first \$1,000 towards expenses. Only one Regular member per community, band or association is eligible for expense reimbursement.

Eligible expenses include flights, accommodations, and meals not provided during the LGANT AGM. Eligible accommodation includes the immediate night before conference start date, and immediately after conference end date. Where meals are provided as part of the included conference or event, members will not be reimbursed for these expenses.

Ineligible expenses include per diems, long-distance calling, conference registration or membership fees, or other miscellaneous expenses incurred.

*Sample scenario:*

- Flight cost, return from NWT home community to Yellowknife, NT = \$900.47
- Accommodation cost of 4 nights @ \$190/night, including GST = \$760
- 2 meals (dinner) not provided at conference = 124.7
- Total costs = \$1,785.17. Member contribution = \$1,000. LGANT reimbursement (\$1,785.17 - \$1,000) = **\$785.17 LGANT member reimbursement**

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<sup>1</sup> LGANT members who are Band Managers are eligible for additional funding assistance, as outlined in the 'LGANT Member Travel Policy: Band Manager'



If the conference starts on 9:00 a.m. on Tuesday, September 14 and ends on Thursday, September 16 at 12 noon, accommodation covered under this policy includes the night of Monday, September 13 and Thursday, September 16 but no dates before or after this date.<sup>2</sup>

LGANT members will be reimbursed for travel, accommodation and meals, as per the GNWT duty travel rates <https://my.hr.gov.nt.ca/employee-services/travel/duty-travel/duty-travel-rates>.

Only one (1) Regular member per community or Band will be reimbursed for expenses. E.g. If both the SAO and Assistant SAO attend the LGANT Conference, only the SAO can claim expenses.

### **Reimbursement**

For reimbursement, members must complete the LGANT travel expense form. Original receipts must be provided and included with the expense form and is subject to approval from LGANT's Executive Director.

Expense forms can be mailed to the LGANT Office or scanned and emailed to LGANT. Forms must be received 30 days after the conference end date for prompt payment processing.

LGANT will issue a cheque for eligible expenses to the member or member municipality indicated on the travel expense form within 30 days of having received expense form and supporting receipts.

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<sup>2</sup> Depending on flight schedules from some NWT communities, LGANT members may be required to travel 1-3 days prior to the LGANT AGM start date. In addition, some members may require overnight stays during travel enroute to Yellowknife for the AGM start date. These additional accommodation and meals costs are eligible for reimbursement under the LGANT Member Travel Policy. Documentation and rationale must be provided.