



LGANT Member Travel Policy Band-Manager

Background

Local Government Administrators NWT (LGANT) and Canada-Indigenous Relations (CIRNAC) believes members who are Band Managers should receive financial assistance to attend the LGANT Annual AGM & Conference in Yellowknife while also realizing the need to exercise fiscal responsibility of LGANT funds. This Policy is dependent on LGANT receiving adequate funding from CIRNAC for Band Manager travel reimbursement.

Note: The following Travel Policy applies to Regular LGANT members only who hold the Band Manager position and are recognized as Indigenous entities from CIRNAC¹. 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. Eligible expenses include conference registration fees, 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.² 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.

Where meals are provided as part of the included conference or event, employees will not be reimbursed for these expenses.

Ineligible expenses include per diems, long-distance calls, LGANT membership fees, or other miscellaneous expenses.

¹ LGANT members who do not hold the title of Band Manager please refer to 'LGANT Member Travel Policy: Non-Band Manager' for additional specifications on expense reimbursement.

² 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 must be provided.



LGANT, supported by CIRNAC, will reimburse members 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.

Reimbursement

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

Expense forms can be mailed 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 Band within 30 days of having received expense form and supporting receipts.