

## EMPLOYERS - YCWBC (Career Focus internships)

### PARTICIPANT TRAVEL ASSISTANCE

Please note that the funding assistance for travel is not guaranteed. Delivery Organizations reserve the right to reimburse eligible travel claims based on the most economical means of travel.

**If you have any questions regarding the eligibility of certain expenditures, contact your Delivery Organization.**

#### Canadian Internships

The Program may reimburse transportation and en route accommodation costs incurred by participants who must relocate more than 125 km from their permanent residence to work at a YCW job site.

#### Eligible Expenditures

If travelling by air:

- One round-trip, economy class ticket;
- Baggage fee for 1 standard piece of luggage, if not included in the price of the ticket;
- The cost of land transportation for distances in excess of 50 km between the airport and the participant's residence and/or between the airport and the YCW job site (e.g. if the airport is 80 km away from residence/YCW job site, costs for 30 km will be covered).

If travelling by land by public transport:

- One round-trip, economy class ticket;
- Baggage fee for 1 standard piece of luggage, if not included in the price of the ticket;
- The cost of land transportation for distances in excess of 50 km between the station and the participant's residence and/or between the station and the YCW job site (e.g. if train/bus station is 80 km away from residence/YCW job site, costs for 30 km will be covered).

If travelling by land in a personal vehicle:

- The participant may be reimbursed at the current cents/km rate\*, up to the value of an economy ticket available for the same trip (\*as established by the National Joint Council: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en#s658-tc-tm>)

If travel to / from the YCW job site takes more than one day, the program may reimburse overnight accommodation costs on the condition that:

- Travel by **public transport** necessarily takes more than 9 consecutive hours on the first day or travel in a **personal vehicle** necessarily exceeds 650 km on the first day; and

- Reasonable, economical accommodation is selected.

### **Ineligible Expenditures**

- Ground transport 50 km and under;
- Housing;
- Meals in transit;
- Travel insurance (not included with the airplane ticket);
- Special departure taxes;
- Excess or oversized baggage charges;
- All expenditures relating to people who travel with the participant; and
- Daily transportation to and from the participant's temporary or permanent residence and the YCW job site.

### **International Museology Internships**

The Program will cover the cost of transportation and partial accommodation costs of a participant working abroad as stipulated in the contract between the employer and the participant.

- Accommodation stipend will be up to \$15.00 per calendar day from the start date to the end date abroad.
- It is up to the participant to consult with the employer about accommodation, or find accommodation on their own.

### **How to Apply**

- When your selected candidate accepts a YCW-Heritage job with your organization, ask if they will be relocating more than 125 km from their permanent residence to work at the YCW job site.
  - If yes, contact your Delivery Organization to obtain the Participant Travel Expenditures Reimbursement Claim Form.
- ***Outbound trip (to job site)***: No later than the first week of employment, the participant should provide you with the original receipts for eligible expenditures incurred during their journey from their permanent residence to the YCW job site (keeping copies for themselves).
- With the participant, complete the Participant Travel Expenditures Reimbursement Claim Form for the outbound portion of their relocation journey (check the appropriate box in part D).
- Once completed and signed by both parties, you must forward the claim with the original receipts to your Delivery Organization within 10 business days of the first day of employment. *Note: Late claims may not be considered.*
- A first payment will be issued directly to the participant by the Delivery Organization.

- ***Return trip (from job site):*** The participant should provide you with the original receipts for eligible expenditures incurred during their return trip to their permanent residence (keeping copies for themselves) within a week of their return home.
- With the participant, complete a second Participant Travel Expenditures Reimbursement Claim Form for their return trip to their permanent residence (check the appropriate box in part D).
- Once completed and signed by both parties, you must forward the claim with the original receipts to your Delivery Organization within 10 business days of the last day of employment. *Note: Late claims may not be considered.*
- A final payment will be issued directly to the participant by the Delivery Organization.