

Prescribed Travel Per Diem Schedule

1. Background

Procedure 200.05.02 provides College standards on business related travel. When travelling on College business employees may encounter miscellaneous charges where obtaining receipts will not be possible. In order to fairly reimburse employees for these miscellaneous expenses the College has prescribed a daily personal per diem allowance in accordance with the Canada Revenue Agency meal and vehicle rates information available at: www.cra-argc.ca/travelcosts/. Examples of expenses covered by this per diem include intra-city public transportation, tips, laundry, and meter parking charges.

2. Per Diem Schedule

For each full 24-hour period on travel status a per diem may be claimed in accordance with the prescribed amount stated below.

Meal (including GST)	Breakfast	10.00	/meal
	Lunch	15.00	/meal
	Dinner	25.00	/meal
	Daily Total	50.00	/day
Private Accommodation	In lieu of hotel receipt	25.00	/day
Personal Expense	Laundry, telephone, etc.	10.00	/day
Personal Vehicle	Mileage expense	.50	/kilometer
Transportation	Taxi, metro fare	10.00	/day

Travel within the United States and foreign travel will be reimbursed in at the rates above in U.S. dollars.

3. Process

Employees on business travel that have incurred a per diem expense will take the following action upon their return:

- i. All per diem expenses shall be recorded on the College prescribed Expense Claim form.
- ii. All per diem expenses must also be tallied on the Travel Authority + Briefing Report form.
- iii. Appropriate signatory approval is required on both documents prior to submission to the Accounts Payable Coordinator, Finance Department.