**Introduction**

This month’s bulletin covers the following topics:

- New Per Diem Rates
- Points to remember when submitting claims for reimbursement

**New Per Diem Rates Effective for All Expenses incurred after August 31, 2008**

Faculty and staff are reminded that meal charges for travel will be reimbursed based on actual charges supported by original receipts or via per diem rates (in which case, no receipts are required).

Effective September 1, per diem rates have increased as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>New Rate</th>
<th>Old Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mileage Reimbursement</td>
<td>New rate of $0.45km</td>
<td>Old rate was $0.38km</td>
</tr>
<tr>
<td>Per Diem Meals:</td>
<td>Inside Canada: $50Cdn per day</td>
<td>Old rate was $45Cdn per day</td>
</tr>
<tr>
<td></td>
<td>Outside Canada: $50US per day</td>
<td>Old rate was $45US per day</td>
</tr>
<tr>
<td>Incidental:</td>
<td>$10 per day to a maximum of $100 per trip</td>
<td>Old rate was $5 per day</td>
</tr>
</tbody>
</table>

**Points to remember when submitting claims for reimbursement**

**Timeframe for Submitting Claims for Reimbursement:**

Reimbursements for expenditures (other than Professional Expense Reimbursements) will only be reimbursed if the related claim for reimbursement is submitted within six months of the date that the expenditure was incurred. In other words, claimants must submit their claim for reimbursement within 6 months of the expenditure having taken place. This is in accordance with the University policy, available at http://www.yorku.ca/univsec/policies/document.php?document=60
Advances:

Advances should only be requested for business travel related purposes. Advances are not to be used to pay consultants directly or to pay for compensation that should be directed through Payroll. Payments to consultants must be directed to Accounts Payable and must conform to University Procurement Policies. Compensation payments for services provided by employees and students must be directed through Payroll.

Claimants must sign Claims for Reimbursement:

Claimants must prepare and sign their claim for reimbursement. Where this is not possible, claimants should attach an email to their claim for reimbursement attesting to the related claim for reimbursement.

Electronic Boarding Passes:

Many airlines are now using electronic messaging transmitted to a cell phone or a device such as a blackberry to deliver boarding passes to passengers. Most airlines (including Air Canada and West Jet) also allow the passenger the option to print a copy of the electronic boarding pass, for documentation purposes. Individuals travelling on university business must print copies of boarding passes for purposes of reimbursement, to satisfy the University’s documentation standards for claims for reimbursement.