

Appendix A

Meal Rates and Other Travel Allowances

The University reimburses reasonable expenses incurred by claimants while on University business. To facilitate the process, the University has established fair and reasonable rates for the reimbursement of expenses.

Maximum Reimbursement Rates for Meals

Claimants will be reimbursed for actual meals incurred up to the maximum rates outlined in the table below. Claims for meals cannot be made if meals are provided through some other means, such as at a conference or at the accommodation site.

Where required by the granting agency, meals must be evidenced by original receipts.

The maximum rates are inclusive of gratuities and taxes, for travel up to 60 consecutive days.

Location	Breakfast	Lunch	Dinner	Total by Day
Canada	\$12.00 CAD	\$17.00 CAD	\$36.00 CAD	\$65.00 CAD
Outside Canada	\$12.00 USD	\$17.00 USD	\$36.00 USD	\$65.00 USD

Claims that exceed the maximums must be approved by a Dean, Assistant or Associate Vice-President, or higher, must be supported by a justification, and must be evidenced by original receipts. For per diem claims related to extended stays beyond 60 days, please contact the Office of the Comptroller (sanish.yorku.ca). The Comptroller will be guided by what would be most economical in the circumstances, with the expectation that a per diem rate of 50% of the maximum would be generally be appropriate.

Vehicle Allowance

The Vehicle Allowance is designed to reimburse the claimant for all costs of operating a motor vehicle, including fuel, insurance, repairs, maintenance, and local toll charges. Kilometres are to be claimed at the per kilometre rate and supported by a mileage log.

\$0.45 CAD per kilometre

Allowance for Gratuitous Overnight Accommodation (without receipts)

The Allowance for Gratuitous Overnight Accommodation is available where a friend or relative provides overnight accommodation without charge. In such cases, a gift of appreciation to the host or hostess may be appropriate. The maximum value of such a gift should be based on the rate of \$15 CAD multiplied by the number of days of accommodation provided.

\$15 CAD per night

Allowance for Incidental Expenses

The Allowance for Incidental Expenses is intended to reimburse nominal travel items like porter fees, telephone calls, laundry, and newspapers.

\$10.00 CAD per day to a maximum of \$100.00 per trip (without receipts)

Amounts claimed in excess of the maximum without receipts, must be supported by original receipts.