

Appendix A Meal Rates and Other Travel Allowances

[Rates effective for travel on or after June 1, 2012]

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 where evidenced by an original receipt. Reimbursement will be capped at the maximum rates outlined in the table below.

The maximum rates are inclusive of gratuities and taxes.

Claims for meals cannot be made if meals are provided through some other means, such as at a conference or at the accommodation site.

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 and must be supported by a justification. For per diem claims related to extended stays beyond 90 days, please contact the Office of the Comptroller (dimarca@yorku.ca).

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 407 charges. Kilometres are to be claimed at the per kilometre rate and supported by a mileage log.

\$0.45 CAD per kilometres

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 (without receipts)

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

\$10.00 CAD per day to a maximum of \$100.00 per trip