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Name:	Travel – Meals and Accommodations
Policy Number:	4-3004
Origin:	Financial Services
Approved:	1 March 1993
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
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Meals:

The University has an established per diem to be claimed only when there is an actual meal expense. You may not claim a per diem for meals that are supplied or paid for by a third party (ex: complimentary airplane meals, hospitality and conference meals). Each University traveller must submit their own [Reimbursement Report](#) when claiming University per diems. Current Per Diem Rates are available on the [Financial Services](#) web page and within the form.

Per Diem Meal Rates outside Canada and the United States:

Treasury board rates are acceptable for all accounts when travel is outside of Canada and Continental United States. Information on these rates is available through the [National Joint Council Travel Directive](#).

Per Diem Meal Rates for Grant-Funded Travel:

Where research grants permit travel and default to University Policy, you have the option of using the Treasury Board rates or the University per diem rates.

Hospitality:

Original receipts are required to support hospitality expenditures. Submit a detailed bill along with the purpose of the event and the names of the attendees.

Accommodation:

Accommodation and business-related expenses will be reimbursed when supported by a

detailed hotel bill. When a detailed bill is not available (e.g., booking made through online third party agency), a copy of the electronic booking must be submitted. A summary credit card or debit receipt is not sufficient documentation for accommodation claims. Financial Services may request proof of payment such as a credit card statement.

In such cases where it is more practical to do so, an employee may arrange board and lodging with relatives and friends. The employee will be permitted to claim \$25.00 CAD per day.