



FLEMING

Travel – Quick Reference

Meal rates Canada/USA:

Effective April 1, 2018

Breakfast..... \$13.00

Lunch \$17.00

Dinner \$30.00

The above rates are an allowance and include taxes and gratuities.

For meal rates outside of North America, please refer to the Travel and Other Expenses – Administrative Operating Procedure.

Tipping Guidelines:

Taxi..... 10%

Housekeeping:

\$2-5 up to 2 nights

\$10 for a longer stay

Porter.....\$2-5 /bag

Travel: The method of travel selected should be the most practical and economical way to travel, consider using audio or video conferencing whenever possible, as an alternative to travel.

All College Travel requires pre-approval:

- In Ontario – Supervisor to pre-approve
- In North America but outside Ontario – SMT written pre-approval
- Outside North America – College President to pre-approve through an “International Travel Form” submission

Itemized Receipts:

All College expenses require an **itemized receipt (paper, electronic, or scanned format)**, except where meal allowances are used. An itemized receipt will show the date, the vendor name, what was purchased, taxes and total. A Credit Card or Debit approved slip is not sufficient backup.

Hotels:

- Hotels should be a standard room (*No Suites, Executive Floors or Concierge levels*)
- No reimbursement will occur for personal expenses such as movie or game rentals, bar services, spa services, etc.

Flights: Economy (coach) class is the standard travel option

College Vehicle, Car Rental or Personal?

If you will be driving more than 200 kilometers in a day, you should consider using a rental vehicle. When road transportation is the most practical, economical way to travel, the order of preference is:

- College vehicle;
- rental vehicle;
- personal vehicle, *if it is more economical than a rental vehicle*

Need to Rent a Vehicle? Navigate to:

myCampus / Staff / Purchasing / Car Rentals

Personal Vehicle travel is reimbursed at \$0.40/KM (up to 4,000 km, rate is reduced as travel increases, please see *Travel and Other Expenses – Administrative Operating Procedure*) through the submission of an Expense Statement found under: myCampus / Staff / Expense Statement - Form.

Travel information required to complete your Expense Statement:

- Purpose of travel
- Travel start city / destination city / return City
- Number of KM

Expense claims are to include the lessor of the actual KM's travelled to/from the destination and the KM's which would have been travelled had you left from or returned to your Fleming home campus