



## **International Travel Tips**

### **Travel Expenses, Allowances, Guidelines and Tips**

International Travel (Outside Canada) for Fleming business must be pre-approved by your Manager, SMT member and the President of the College through the completion of a Travel Authorization Request.

**The method of travel selected should be the most practical and economical way to travel.**

Economy (coach) class is the standard travel option. Travel in business class must have prior approval by the President and may be considered if choosing a travel time that allows you to reduce expenditures on meals or accommodation

#### **Meals while you travel:**

- No meal receipts are required
  - Refer to next page in relation to International Meal Allowance Rates
- If a meal is consumed in Canada or the USA (i.e. Airports) or on the plane, the Meal Allowance Rates in Canada and the USA (*found under myCampus / Staff / Travel and Other Expenses - Meal Rates (Canada & USA)*) are to be followed.
- Any meals provided by a host or as a part of a conference or included with your accommodations are not to be claimed.

#### **Non-Meal International expenses:**

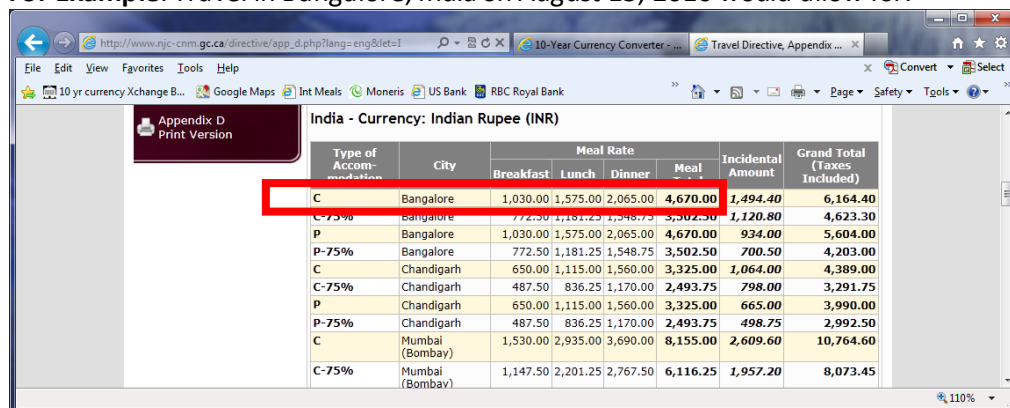
- Taxis and buses and entrance fees require original itemized receipts
- Hotels require original itemized receipts
- Non-receipt items - keep track of all dates and situations for non-receipt payments, as details are required for reimbursement. Some examples; Bathroom fees (some countries charge for public washroom use), Housekeeping, Porter charges
- Flights must have detailed original itemized receipts

The exchange rate for non-meal international expenses claimed on an Expense Statement will be reimbursed based on the cost of currency purchased or if incurred on a personal credit card at the converted CDN \$ amount as shown on the credit card statement. A copy of the credit card statement showing the transaction must be provided with the Expense Statement (please black out all personal information).

## How to attain International Meal Reimbursement Rates:

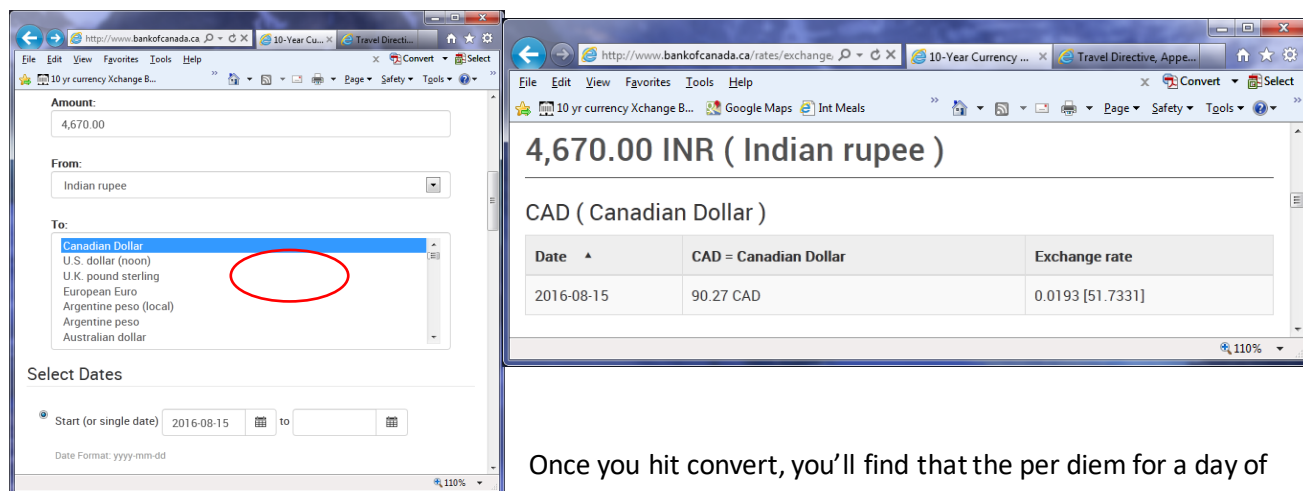
International Meals are reimbursed using allowances which are set out by the National Joint Council [http://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng). Each country and major city has Meal Allowance rates. The exchange rate to Canadian is based on the rate at which you purchased the foreign currency OR alternatively it's based on the date of travel as presented by the Bank of Canada <http://www.bankofcanada.ca/rates/exchange/10-year-converter/>.

**For Example:** Travel in Bangalore, India on August 15, 2016 would allow for:



Type of Accommodation	City	Meal Rate				Incidental Amount	Grand Total (Taxes Included)
		Breakfast	Lunch	Dinner	Meal		
C	Bangalore	1,030.00	1,575.00	2,065.00	4,670.00	1,494.40	6,164.40
C-75%	Bangalore	772.50	1,181.25	1,548.75	3,502.50	1,120.80	4,623.30
P	Bangalore	1,030.00	1,575.00	2,065.00	4,670.00	934.00	5,604.00
P-75%	Bangalore	772.50	1,181.25	1,548.75	3,502.50	700.50	4,203.00
C	Chandigarh	650.00	1,115.00	1,560.00	3,325.00	1,064.00	4,389.00
C-75%	Chandigarh	487.50	836.25	1,170.00	2,493.75	798.00	3,291.75
P	Chandigarh	650.00	1,115.00	1,560.00	3,325.00	665.00	3,990.00
P-75%	Chandigarh	487.50	836.25	1,170.00	2,493.75	498.75	2,992.50
C	Mumbai (Bombay)	1,530.00	2,935.00	3,690.00	8,155.00	2,609.60	10,764.60
C-75%	Mumbai (Bombay)	1,147.50	2,201.25	2,767.50	6,116.25	1,957.20	8,073.45

A full day in Bangalore, India on August 15, 2016 allows for meals totaling 4,670 INR. Navigate to: <http://www.bankofcanada.ca/rates/exchange/10-year-converter/> and enter the required info



Amount: 4,670.00

From: Indian rupee

To: Canadian Dollar

Select Dates

Start (or single date) 2016-08-15 to

Date Format: yyyy-mm-dd

4,670.00 INR ( Indian rupee )

CAD ( Canadian Dollar )

Date	CAD = Canadian Dollar	Exchange rate
2016-08-15	90.27 CAD	0.0193 [51.7331]

Once you hit convert, you'll find that the per diem for a day of meals in Bangalore, India is \$90.27 in Canadian Dollars.

## Buying & Using Foreign Currency?

If you purchase foreign currency and use this currency for your foreign meals and other expenses, the exchange rate you pay can be used to determine the Canadian dollars.

When submitting an Expense Statement for reimbursement of international meals, you are to include the Foreign Currency Exchange slip you receive from your financial institution, as this is required by the College. If you misplace this slip, the Bank of Canada rate will apply based on your dates of travel.