

## Travel – Quick Reference

### Meal rates Canada:

Effective April 1, 2023

Breakfast ..... \$20.00

Lunch ..... \$25.00

Dinner ..... \$35.00

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

*Reimbursement rates for meal expenses incurred in the United States of America are the same as the above meal rates in Canada, however in US funds.*

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

### Tipping Guidelines:

*You may be reimbursed for reasonable gratuities for porter, hotel room services, and taxis. Reasonable tip percentages range between 10-20%. Meals are claimed on an allowance basis, which includes gratuities. Claimants are to keep a record of gratuities paid.*

### Travel:

Travel to and from a person's regular commute to work is not an eligible expense. Remote work employees traveling to their home campus is considered to be regular commute to work.

The method of travel selected should be the most practical and economical way to travel, within reason. Alternative attendance options, such as video conferencing should be considered.

### Travel pre-approval:

All travel within Ontario requires prior verbal approval. The exception to this is regular recurring travel included in the approved budget, which is considered prior approval.

All travel outside of Ontario requires a Travel Authorization request (instructions can be found on the Finance website) be completed and approved prior to any associated travel costs being incurred or the travel occurring.

### Itemized Receipts:

To make a claim, itemized receipts must be submitted in an electronic form, except where meal allowances are used. Credit card slips are not accepted. Submission of the claim must include clear documentation regarding the purpose and a description of the expenses submitted.

### Accommodations:

Reimbursement may be made for single accommodation in a standard room. There will be no reimbursement for hotel suites, executive floors or concierge levels when traveling.

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

### College Vehicle, Car Rental or Personal?

Driving more than 300 kilometers a day merits consideration of a rental vehicle. The College has an agreement with Enterprise rental agency. Instructions on car rentals can be found on the Purchasing webpage.

Personal Vehicle travel is reimbursed at \$0.59/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.