

FN-01 Travel and Expenses  
Appendix B – Rate Schedule Domestic and US

Rate Schedule – Domestic and US

Category	Expense	Rate
Accommodation	Standard room in a mid-range facility	Actual expense with receipt
	Standard room in a premium facility	Actual expense with receipt - College reserves right to reduce claim to the amount of a comparable mid-range facility
	Conference Hotels	Actual expense with receipt (within reason)
	Mandatory self-parking	Actual expense with receipt
	Valet parking	Only if mandatory requirement of hotel - actual expense with receipt
	Hospitality Allowance	\$20/night
Incidental	Per night on overnight trips	\$10/night
Internet and Connectivity	Internet in hotels, airplanes and other public places for the purpose of conducting college business	Actual expense with receipt
Meals	Per diem meal allowance (does not include meals provided by or at a conference, meeting, paid for by a third party or provided by a hotel (accommodation)).	Breakfast - \$13/day
		Lunch - \$17/day
		Supper - \$27/day
Full Day - \$57/day		
	Meals for the purpose of hospitality incurred while travelling	See Policy 4.13 - Hosting Expenses
	Dietary restrictions - medical note required on file with HR	Reasonable actual expense with receipt
Tips and Gratuities	Meals and Ground Transportation	Max of 18% of total bill or \$2, whichever is applicable.
Transportation	Use of personal vehicle	\$0.51/km
	College Vehicle	\$0.51/km - chargeback to department by Facilities
	College Vehicle - fuel	Actual expenses with receipt - charged to Facilities
	Rental Vehicle (including fuel)	Actual expense with receipt
	Airfare	Actual expense with receipt
	Public Transportation (bus, ferry, taxi, shuttle, parking, road tolls, etc.) < \$10	Actual expense - no receipt required
	Public Transportation (bus, ferry, taxi, shuttle, parking, road tolls, etc.) > \$10	Actual expense with receipt
Travel Advances	Estimated expenses	see Policy 4.16

\* For outside of Canada or the United States, see Appendix C. \*