

HURON UNIVERSITY COLLEGE

Travel and Expense Policy

REPLACES PER DIEM AND MILEAGE – JULY 2008

APPLIES TO ALL FACULTY AND STAFF

MEAL ALLOWANCE

The meal allowance rate is to be claimed on a per meal basis and align with the portion of the day the employee is actually travelling on behalf of Huron University College.

No meal allowance is payable when attending a conference or event where the meal is provided.

Meal Allowance Rate (without receipts)	\$40 Cdn / day
Meal Allowance Rate (with receipts)	\$50 Cdn / day
Breakfast	\$10
Lunch	\$15
Dinner	\$25

As per the guidelines set forth in the Travel, Meal and Hospitality Expense Directive by the Management Board of Cabinet, reimbursement for the cost of meals must not include the reimbursement for any alcoholic beverages.

Where receipts are submitted, the original itemized receipt is required. The receipt becomes the property of Huron University College and is to be accessible for the purposes of audit.

All receipts in foreign currency will be converted to Canadian equivalent as of the date of issue of the receipt.

MILEAGE / TRAVEL

Mileage, except where stated otherwise in a collective agreement, will be reimbursed at a rate of \$0.40 per kilometre where a private vehicle is used to travel on Huron university College business. Employees must check with their insurance provider to confirm they carry appropriate coverage when using a personal vehicle for approved Huron University College business.

HOSPITALITY

Hospitality is the provision of food, beverages, accommodation, transportation or other amenities at Huron expense to persons who are not engaged in work for Huron University College. Part of normal business hospitality may include the consumption of alcoholic beverages with a meal or during a reception. Reimbursement for the cost of alcohol is permitted for hospitality events; however, the cost of alcohol cannot exceed the cost of food. All hospitality expense requires prior approval through the Principal, Dean or CAO.