

Travel Meals and Hospitality Policy

The following is the proposed revision of Section 12 of the Travel Meals and Hospitality Policy:

12. Meals

Rules

Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions to this rule.

Reasonable and appropriate meal expenses may be reimbursed. For defining a reasonable amount, we use the federal reimbursement rates for meal expenses as set out in the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive. You may incur a meal expense when you are on University business and away from the area of your Home Campus or have *prior* approval from your Approver or a SAC Member (e.g. a business meeting within the office area that must occur over lunch).

When using a University Purchasing Card to purchase a meal, original itemized receipts are required and the cardholder must ensure the meals purchased are kept to a reasonable amount as outlined in the appendices of the [Treasury Board of Canada](#) Travel Directive, April 1, 2008, or successor directive.

When using personal funds to purchase a meal the claimant has two options for reimbursement.

- i. Claimant may submit original itemized receipts and reimbursement will be for the lesser of the actual amount spent or the rates shown on the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive.
- ii. Claimant may request a per diem up to, but not exceeding the rates shown on the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive.

Reimbursement is for restaurant or prepared food only. Reimbursement for groceries must have *prior* approval and a written rationale must be submitted with the claim.

Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.

If you travel as a regular part of your job, your meals will not normally be reimbursed unless you have obtained *prior* approval.

Combining meal rates

For meals in Canada and outside of Canada you may combine the individual meal rates.

Meal rates

The federal reimbursement rates for meal expenses as set out in the appendices of the Treasury Board of Canada Travel Directive, April 1, 2008, or successor directive may be found on the federal government website using their alphabetical listing of policies to look up the Travel Directive.

The two relevant appendices are:

- Appendix C - Allowances - Modules 1, 2 and 3
- Appendix D - Allowances - Module 4

The following chart sets out when and how to use the appendices.

Travel to	Rates found in	Application for this Directive
Canada and USA	Appendix C	<ul style="list-style-type: none">• rates are in Canadian funds when the meal occurs in Canada• rates are in US funds when the meal occurs in the US• rates include taxes and gratuities
International (outside Canada and continental USA)	Appendix D	<ul style="list-style-type: none">• rates are in the funds identified for each country• there are often different rates dependent on the city• rates include taxes and gratuities