

APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts.

1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective April 1, 2019									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
I	51.00	N/A	12.25	14.25	24.50	26.50	38.75	36.75	N/A

- (2) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (3) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (4) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (5) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:
Effective April 1, 2019 \$0.55 per km
- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

3. Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

4. Commercial Transportation Charges

- (1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.
- (2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have

occurred had the employee/appointee taken the designated commercial transportation.

5. Accommodation Charges

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$32.28 maximum per day may be claimed.