

## APPENDIX B

### RATE SCHEDULE – Domestic and U.S.

<u>Expense</u>	<u>Approved Rate</u>	<u>Receipt Required</u>
<b>Per Diem Allowances:</b>		
Personal Vehicle	\$ .44 per km	No
Hospitality Allowance	\$ 20.00 per night	No
Overnight Incidental	\$ 10.00 per night	No
Meal Allowance:		
Breakfast	\$ 10.00 per day*	No
Lunch	\$ 12.00 per day*	No
Supper	\$ <u>22.00</u> per day*	No
Full Day	\$ <u>44.00</u> per day*	No
<p>Claim an allowance for each meal that is required while away on College business. Do not claim meals provided by or at a conference, meeting or paid for by third parties.</p>		
<b>Other Expenses:</b>		
Air Fare	Actual	Yes
College Vehicle:		
Cost Centre Charge back	\$ .44 per km	No
Fuel Cost	Actual	Yes
Car Rentals	Actual	Yes
Sundry Transportation – parking, road tolls, buses, etc. < \$ 10.00	Actual	No
Sundry Transportation – parking, road tolls, buses, etc. > \$ 10.00	Actual	Yes
Hotels & Motels	Actual	Yes
Tips and Gratuities for Meals and Ground Transportation	No more than 15% of actual bill	Yes
<b>Travel Advances</b>		
All	Estimated expenses	see Policy 4.16

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