

RATE SCHEDULE – International

- **Meals** shall be based on 100% of the Federal Government’s meal rate for locations abroad.
- The Federal Government’s meal rates for locations abroad can be found at the Treasury Board of Canada’s web site, which at the time of this policy was “http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp” – Appendix D Allowances.
- **Overnight Incidentals** shall be based on a prorated portion of the domestic incidental rate compared to the domestic meal allowance. At the time of this policy that prorated amount was established at 25% of the meal allowance.
- Acceptable exchange rates are those identified on a bank or credit card statement, or independently quoted rates such as at the Thomas Cooks web site OANDA.COM interbank +/- 4%.
- In some cases the established international rates, as set out in Appendix C, may not be adequate to cover out-of-pocket costs for meals and incidentals. In these cases, actual costs can be claimed however, all receipts must be submitted.
- Illustration (using rates at time of this agreement for travel in Beijing China):

Federal Government meal allowance for Beijing China = 410.00 renminbi

Exchange rate per OANDA.com for the Interbank Rate plus 4%

= 5.795 renminbi/dollar

Meal allowance calculation:

410.00 renminbi x 100% = 410.00 renminbi

or

410.00 renminbi / 5.795 = \$ 70.75 Cdn.

Incidental Allowance calculation:

\$70.75 * 25% = \$ 17.69 Cdn

RATE SCHEDULE – International (Continued)

International Destinations (Continued)

- **Taxi Receipts** – In certain countries it is very difficult, if not impossible, to obtain receipts for taxis and similar transportation costs – accordingly, when traveling to destinations outside of Canada and the United States sundry transportation expenditures of less than \$20 will not require a receipt.

For any individual transportation expenditures equal to or larger than \$20 - a receipt will be required unless approved by the respective Vice President (or designate).

All transportation expenditures will be supported by a trip log. The log shall be maintained and submitted with the travel claim. The log will identify the place of origin and destination of the local trip, the date, a brief description of the purpose of the trip and the cost. Receipts for costs that are \$20 or greater shall be attached.

For costs that are greater than \$6 and less than \$20 – if a receipt was provided to the traveler then they should be attached.