

TRAVEL EXPENSE REIMBURSEMENT RATES

1. Gratuitous Accommodations
The maximum reimbursable rate: \$30 CDN per night.
2. Meals Without Receipts - maximum per diem rates:
 - 2.1 Canada \$85 (\$20 Breakfast, \$25 Lunch, \$40 Dinner)
 - 2.2 United States US\$85 (US\$20 Breakfast, US\$25 Lunch, US\$40 Dinner)
 - 2.3 Europe €85 (€20 Breakfast, €25 Lunch, €40 Dinner)
 - 2.4 Other Countries equivalent to \$85 CDN (\$20, \$25, \$40)
3. On the date of departure, travel status must start before 7:00 a.m. to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel status must end after 6:00 p.m. to claim dinner.
4. Incidental Expenses Without Receipts:
The maximum per diem rate for incidental expenses when a receipt is unavailable is up to \$10.00 per day.

Reference: Sections 22, 23, 65, 85 School Act
Income Tax Act
[CRA Travel Directive](#)

Adopted: February 18, 2008
Revised: September 24, 2018
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