



Revised

Memorandum

TO: University Community

FROM: Gerry Labelle
Director, Financial Services

DATE: September 1, 2005

RE: *Travel Policy Amendment – Rates for Allowances*

Effective **September 1, 2005**, the following increase will be implemented for the reimbursement of expenses.

Kilometre

The kilometre rate allowed for the use of a personally owned automobile, while on **approved University business** will be **42¢** per kilometre.

Per Diem Allowances (no changes)

Meals - fixed per diem meal allowances may be claimed without a receipt (in lieu of specific expense reimbursement) as follows:

Breakfast	\$10.
Lunch	\$12.
Dinner	<u>\$23.</u>
TOTAL	<u>\$45.</u>

Accommodations - for private accommodation provided by friends or relatives
\$30 per night.

If you have any questions regarding these new rates, please do not hesitate to contact me at your earliest convenience.