

## Administrative Procedure 514

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### Appendix A - Travel and Expense Reimbursement

#### Travel and Expense Rates

I Rate for mileage.:

\$0.505 per km - for the first 5,000 kms

\$0.48 per km - for each additional km after 5,000 kms

II Meal in Lieu Allowance / Maximum Meal Cost:

Breakfast: \$ 9.20

Lunch: \$ 11.60

Dinner: \$ 20.75

When meals are claimed for any day, you may allocate the combined maximum rates between the meals. For example, if you will be eating both, breakfast and lunch together as brunch, the combined rate is \$20.80. This now becomes the maximum rate for the two meals, regardless of what you spend on the meal.

III Private Accommodation

In order to save money, private stays with family or friends while on Board business are encouraged. A reasonable payment of up to \$20.15 in lieu is permitted, without receipts.

Reference: Section 18, 20, 60, 61, 96, 113, 116, 117 School Act  
Section 248L, Canada Tax Act  
Canadian Income Tax Regulation 6801

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