



# Compensation of Employees for Expenses

## Rates and Regulations

### Appendix A, AP-705 Payments

The Division reimburses expenses associated with activities as may be authorized pursuant to the following rates and regulations:

1. Employees incurring expenses in the pursuit of an approved activity shall be reimbursed in accordance with the following conditions:

**Airfare** ..... Actual and reasonable charges supported by receipts

**General Expenses** (out of pocket) ..... Actual and reasonable charges supported by receipts

**Lodging Rates:**

Hotels/Motels ..... Actual and reasonable charges supported by receipts

**Meal Rates** ..... Actual and reasonable charges supported by receipts  
to the maximum allowable as noted below:

- Breakfast (incl. gratuity & taxes)..... \$8.00
- Dinner (incl. gratuity & taxes)..... \$14.00
- Supper (incl. gratuity & taxes) ..... \$19.00
- Gratuity ..... 15% maximum
- Alcoholic Beverages ..... Not allowed

Admin Council ..... see Admin Council Practices Document

**Parking:**

- Under \$8 ..... No receipt required
- Over \$8..... Supported by receipts

**Travel Rate per km** (private vehicle usage)..... \$0.55

2. Receipts shall be submitted for all actual expenditures and no reimbursement shall be made without the necessary documentation unless authorized by the Chief Financial Officer.
3. All claims shall be submitted on Employee Travel Expense Claim Form or designated form that may be in place at the time.
4. All reimbursements for expenses shall require the approval of the authorizing budget manager. Where the claimant and the budget manager are the same individual, approval should be obtained from the designated supervisor.