



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.