



CHINOOK COMFOR LTD. PER DIEM ALLOWANCE POLICY #2017-01-06

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Lead Author(s): Adele Gooding

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Record of Policy Review:

<i>Date Policy was Issued</i>	<i>Date of Review</i>	<i>Reason for Review</i>	<i>Lead Reviewer</i>	<i>Additional Comments</i>
(month, yr)	(month, yr)	(eg. Changes to legislation)	(name)	(eg. Details of new legislation)

CHINOOK COMFOR LTD. PER DIEM ALLOWANCE #2017-01-05

Per Diem Allowance

A per diem allowance may be claimed in lieu of actual costs. Per diem reimbursement is advantageous in circumstances where an individual's actual expenses are difficult to separate from those of a group sharing costs (i.e. group meals) or when the record keeping involved in actual reimbursement would be unusually burdensome. Receipts are not required to support the per diem allowance. The per diem should be claimed only when meal costs are incurred and only while on University business, or during travel for University business. It should be noted that the per diem dinner rate could be used to claim dinner, while restaurant bills can be submitted for breakfast and lunch on the same day.

These rates are reviewed and adjusted from time to time.

Per Diem Meal Allowance

A fixed allowance covering meals and incidental expenses (e.g. gratuities for housekeeping services and bellhops, etc.) may be claimed, without receipts, in lieu of specific expense reimbursement, in Canadian dollars, as follows:

Breakfast	\$13.60 CAD
Lunch	\$12.95 CAD
Dinner	\$36.30 CAD
Total Daily Meal Allowance	\$62.85 CAD

Please note that it is not permitted to claim a full day per diem when at a conference if the conference fees include a meal component, or if travel begins in the middle of the day.

Incidental Allowance	\$17.30 CAD
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Private Accommodation Rates

Private Accommodation Allowance	\$50.00 CAD
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Use of Personally Owned Vehicle

- The kilometerage(*) rate allowed for use of a personally owned automobile while on approved business is 0.51 cents per kilometer effective April 1, 2016
- Note: Multiply miles by 1.609 to convert to kilometers.

This allowance is intended to cover all automobile operating costs, including gasoline, insurance, repairs and maintenance.