

Administrative Procedure 513 – Appendix B

Appendix B – Expense Reimbursement Rates

Expense Type	Rate
Accommodation	Actual Cost – Receipts Required
Meals*: Breakfast	Up to \$17.00
Lunch	Up to \$17.00
Dinner	Up to \$40.00
Kilometre Rate	\$0.58 per kilometre**
Mileage or Economy Airfare	Whichever is Less
Parking	Actual Cost – Receipts Required
Cab/Uber Fare	Actual Cost – Receipts Required

***Note** – rates include GST and a reasonable tip.

****Note** – the daily total for kilometre rates is not to exceed the cost of daily accommodation at a convention hotel.