

TRAVEL RELATED EXPENSES

For conferences/meetings:

- Please remember to include the name, location and dates of the conference or meeting in the Comment text box.
- Please include something from the conference (e.g. copy of Prospectus or webpage) that states name, location and dates.
- Travel and accommodation receipts should align with conference dates. Please ensure personal travel days (if applicable) are removed or costs adjusted accordingly.
- Please claim per diems/meal allowances (Option 1 below) or receipts (Option 2 below) in date order (e.g. Day 1, Day 2, Day 3 etc.).
- If claiming per diems or meal allowances, please do not attach receipts.
- If claiming itemized receipts, reimbursement will only be up to Treasury Board rates (see link below).
- If alcohol is not permitted by a granting agency, then please do not purchase regardless of meal option selected below.
- If claimant is not the PI on the grant (e.g. staff or student), then please state relationship to PI in Comment text box as well.

In general:

- Please include as much detail as possible (e.g. rather than a description of “parking”, please state “parking at XX for meeting with XX to discuss XX.”)
- Please include a copy of the expense report cover sheet with your receipts.
- If you are claiming a non-CDN expense in CDN dollars, you must include credit card backup to substantiate. Otherwise, the system will automatically convert based on the day incurred.

From: Western Travel <travel@uwo.ca> [mailto:travel@uwo.ca]

Employees will be reimbursed for meals that are substantiated with a business purpose. Individuals have the option of claiming meal allowances or reimbursement of actual meal costs, up to a maximum of the Treasury Board Meal rates. Meal allowances are permitted under the Broader Public Sector (BPS) Accountability Act and will be reimbursed at the below rates. Receipts are not required when claiming meal allowances.

Please also note, meal reimbursements are not eligible for any meals that are included in the cost of the transportation fare, conference fee, accommodation charge, or other associated fees.

Refer to the Financial Services Website for additional information on Travel & Expense Reimbursement:
http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html

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PROCEDURES FOR POLICY 2.16 – Travel & Expenses Reimbursement

	Canada (CAD)		United States (USD)		Outside North America (CAD)	
	1-30 days	31+ days	1-30 days	31+ days	1-30 days	31+ days
Breakfast	\$15.00	\$11.25	\$15.00	\$11.25	\$17.00	\$12.75
Lunch	\$20.00	\$15.00	\$20.00	\$15.00	\$28.00	\$21.00
Dinner	\$30.00	\$22.50	\$30.00	\$22.50	\$40.00	\$30.00
Daily Maximum	\$65.00	\$48.75	\$65.00	\$48.75	\$85.00	\$63.75

For travel in excess of 30 consecutive days in a single location, meal allowances will be reduced to 75% of the above rates starting on the 31st day.

Faculties and departments may set lower meal allowances as appropriate (such as a group of travellers doing field work where groceries will be less than the above allowances) but must do so in advance of the travel and ensure the rate is appropriately documented and communicated with the traveller(s).

A meal allowance is not eligible for reimbursement where the meal is already included in the price of the transportation fare, conference fee, accommodation charge, or other.

Travellers also have the option to be reimbursed actual meal costs as supported by original, itemized receipts and proof of payment. The maximum that will be reimbursed (including tax and gratuities) is the Treasury Board of Canada Travel Directive amounts for meals.

- Maximum meal rates for Canada and the United States are posted at <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>.
- Maximum meal rates for travel outside of Canada or the United States are posted at http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng.

Note that where original, itemized meal receipts (including proof of payment) are lost or otherwise unavailable, meal allowance amounts will be reimbursed.

This section applies to individuals claiming meals for legitimate University business purposes and does not apply where the meal is considered hospitality. Please refer to Section C.3.3 Hospitality.

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C.3.2 Alcohol and Cannabis

Alcoholic beverages are considered acceptable expenditures where consumption is nominal or moderate but may not be charged to external research funding. Nominal or moderate consumption is considered by the University to be one (1) alcoholic beverage per person per meal or event.

In all cases where alcohol is served by or on behalf of the University, MAPP 1.33 Campus Alcohol Policy must be followed (<http://www.uwo.ca/univsec/mapp/section1/mapp133.pdf>).

The University will not reimburse expenses for cannabis or its derived substances.