

June 2023. Weekly report

Changes to the Expense Policy/Procedures:

We are happy to announce the following major changes to the Universities expense policy/procedure;

- Mileage for business use of a personal vehicle is now 57 cents per KM, was 50 cents per KM. This is for travel July and forward. Concur will be updated accordingly with this change.
- Daily Per diem rates have increased:

Now:		Was:	
Breakfast	\$17.00	Breakfast	\$15.00
Lunch	\$25.00	Lunch	\$22.50
Dinner	\$43.00	Dinner	\$37.50
Total	\$85.00	Total	\$75.00

Concur will be updated accordingly with this change.

- Gratuities (Tips) – now we recommend employees to be reasonable with Gratuities (15 to 18%). Before tipping had a maximum limit of 15%
- Expense claims older than 12 months will no longer be accepted (See note below)
- When hosting guests of the University your area VP can pre-approve alcohol to be served and expensed with the meal. Before it was the President that had to pre-approve alcohol at hospitality events

These changes are effective July 1, 2023 for travel and expenses occurring after July 1, 2023.

Note – if you do have old unsubmitted claims greater than 12 months old. June 2022 and older. We are allowing you one last chance to submit the old claims before we start denying the old claims. Please submit any old claims by July 14th.

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