

Meal Expenses

Meals while Travelling

General Rules

- ⇒ Per diem allowance or actual costs may be claimed for meals when on a University business trip. Rates for Canada and USA are noted here, for international rates please see Expense Procedure.
- ⇒ You can only use one method per trip.
- ⇒ The total actual cost cannot exceed the per diem rate for the meal (including tax and gratuities).
- ⇒ If you are at a conference or staying at a hotel where meals are included, you are not eligible to submit actual cost of meals or per diem.
- ⇒ You cannot claim alcoholic beverages.

Per Diem Rates

Breakfast	\$15.00
Lunch	\$22.50
Dinner	\$37.50
Total	\$75.00

At the Meal

For Recording of Actual Expenses

- ⇒ When multiple attendees are at the meal, the most senior employee should pick up the bill.
- ⇒ The tip should be no more than 15%.
- ⇒ Keep the detailed receipt to submit with your expense claim.

For Per Diems

- ⇒ You do not have to keep the receipt for submitting your expense claim.

Submitting your Claim

- ⇒ Submit the detailed receipt of the meal with the tip amount.
- ⇒ Record all names of attendees.

Note: This document is meant as a useful guide for employees submitting expenses. It is not meant to replace the expense procedure. Any contradictions between this document and the expense procedure, the expense procedure will take precedence.