

Travel Related Expenses (as per Policy CFO-3)

Meal per diems

	Canada → \$46.25/day	USA → \$46.25USD/day	International → \$60CAD/day
Breakfast	\$9.00CAD	\$9.00USD	\$12.00CAD
Lunch	\$13.00CAD	\$13.00USD	\$16.00CAD
Dinner	\$24.25CAD	\$24.25USD	\$32.00CAD

** An individual can claim either per diem or actual cost of meal (when claiming actual cost, detailed receipt as well as reason for meal and list of attendees is required).*

Accommodation per diems

Per diem of \$45 for accommodations if staying with family/friends is an allowable expense. Per diem accommodation rate paid in local currency (e.g. €45 for Europe or £45 for the UK).

**When staying at a hotel, the lowest rate for single occupancy standard room can be claimed.*

Kilometer Per diems

Kilometer reimbursement for use of personal vehicle is \$0.43\$/KM (paid in CAD).

**An individual can claim per diem mileage or actual cost of rental car and gas.*

**A print out of the route must be provided for per diem kilometer claims (google maps or other)*

Airfare

Economy class airfare can be booked either through one of the University's appointed travel agencies (see policy Travel & Other Allowable Expense Policy), directly on the airline's website (e.g. aircanada.com) or through an online travel broker (e.g. expedia.ca, travelocity.ca).

**Boarding passes (copy of electronic pass or actual pass) must be provided with expense claim.*

**If booking airfare through a private travel agency other than those appointed by the University, a quote from one of the University appointed travel agencies must be provided to ensure the most economical fare is being purchased.*

Train fare

Economy class train fare can be booked directly through the carrier's web site (e.g. viarail.ca) or through one of the University's appointed travel agencies (see policy Travel & Other Allowable Expense Policy).

**An individual can book Business class for day trips (when departing and returning on same day) as long as it does not exceed economy airfare for the same destination.*

**Concordia discount with ViaRail (<http://www.viarail.ca/en/fares-and-packages/business-travel/corporate-fares/concordia-university>)*

**Boarding passes (copy of electronic pass or actual pass) must be provided with expense claim.*