

TRAVEL AND CONFERENCE HANDBOOK

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APPENDIX 2

MEALS PER DIEMS

Canada and USA

	Canada→ \$54.00/day	USA→\$54.00 US/day
Breakfast	\$10.00 CAD	\$10.00 US
Lunch	\$16.00 CAD	\$16.00 US
Dinner	\$28.00 CAD	\$28.00 US

International - Top 10 business travel locations (reimbursement in \$CAD)

Country	Currency	Breakfast	Lunch	Dinner	Total (1)
FRANCE	EURO	28.00	49.25	59.35	136.90
GERMANY	EURO	29.75	37.65	49.45	116.85
ITALY	EURO	24.20	43.10	53.90	120.90
UK	GBP	18.90	31.35	41.15	91.10
BRAZIL	BRL	85.50	117.00	146.50	349.00
CHINA	CNY	161.00	229.00	356.00	746.00
HONG KONG	HKD	263.00	374.00	563.00	1,200.00
JAPAN	JPY	3,190.00	4,695.00	7,410.00	15,295.00
INDIA	INR	1,530.00	2,935.00	3,690.00	8,155.00
AUSTRALIA	AUD	35.00	66.45	90.80	192.25

(1) This table is based on rates posted by the National Joint Council. This table will be updated periodically to be aligned with all changes posted by the NJC.

All other countries see National Joint Council https://www.njc-cnm.gc.ca/directive/app_d.php?lang=en

IMPORTANT NOTE: Faculties and units may choose to reimburse at lower per diem rates.

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ACCOMMODATION PER DIEMS

Per diem of \$45CAD for accommodations if staying with family/friends is an allowable expense.

GUEST ACCOMODATIONS PER DIEMS

If you are accommodating a guest or visitor in your home a per diem of \$ 45/day may be claimed.

KILOMETER - PER DIEMS

Kilometer reimbursement for use of personal vehicle is \$0.49\$/KM (paid in CAD).

When carpooling with one or more people, \$0.59/KM (paid in CAD).

INCIDENTALS - PER DIEMS

For out of pocket expenses where no receipts are available such as gratuities and tolls.

\$10.00 / day (paid in CAD).

Travel Contacts in Financial Services Located in GM building room 730	
Mary Melnyk Accounts Payable, Financial Services 514.848.2424 X4921 Mary.Melnyk@concordia.ca	For travel inquiries and travel reimbursements over \$500
Katherine Scribner Accounts Payable, Financial Services 514.848.2424 X4341 Katherine.Scribner@concordia.ca	For information on travel vouchers and travel reimbursements \$500 and under

For any other information, contact the Accounts Payable general email:

AccountsPayable@concordia.ca