

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 travel locations (Please convert to \$CAD using EX Rate)

| 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).

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| 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