

Reimbursement Rates

Note that the reimbursement rates of the granting agency guidelines (or a specific research award) will apply if they are **lower** than the University rates.

Use of Personally Owned Vehicle

- The kilometrage(*) rate allowed for use of a personally owned automobile while on approved University business is 57 cents per kilometre effective February 1, 2020 (see [memo dated January 27, 2020](#))
- Note: Multiply miles by 1.609 to convert to kilometres.
- This allowance is intended to cover all automobile operating costs, including gasoline, insurance, repairs and maintenance.

Per Diem Meal Allowance

A fixed allowance covering meals and incidental expenses (e.g. gratuities for housekeeping services and bellhops, etc.) may be claimed, without receipts, in lieu of specific expense reimbursement, in Canadian dollars, [effective February 1, 2020](#) *, as follows:

	In Canada	USA or International
Breakfast	\$15.00 CAD	\$20.00 CAD
Lunch	\$20.00 CAD	\$25.00 CAD
Dinner	\$45.00 CAD	\$55.00 CAD
Total Daily Allowance	\$80.00 CAD	\$100.00 CAD

For long-term travel in excess of 30 consecutive days in one location, the meal allowance rates will be reduced to 75% of the applicable per diem rate.

** per diem meal allowance rates prior to February 1, 2020 were \$55 CAD (Breakfast \$11; Lunch\$17; Dinner \$27) for travel in Canada, and \$75 CAD (Breakfast \$15; Lunch\$22.50; Dinner \$37.50) for travel outside of Canada.*

Please note that it is not permitted to claim a full day per diem when at a conference if the conference fees include a meal component, or if travel begins in the middle of the day.