

APPENDIX A

CORPORATE TRAVEL AND EXPENSE RATES

The following rates are reviewed on a regular basis to ensure the hospital is competitive with other organizations; however the cost of travel and associated expenses must be contained within approved departmental operating budgets. Where travel rates are specified in a union collective agreement, that rate would apply in place of the following for that bargaining unit only.

TRAVEL

Staff/affiliate owned vehicle reimbursement - \$0.40 cents per kilometer, unless otherwise specified in a union collective agreement.

Another alternative offered to employees that do not wish to keep a record of kilometers traveled between sites might wish to use the local travel rate at \$2.40 per trip one (1) way. The date and reason for travel must be included with the Expense Report.

MEALS

Meals will be reimbursed according to the actual expenditure to a maximum of \$50.00 per day (with a guideline of \$10 breakfast, \$15 for lunch, \$25 for dinner), which includes all taxes and gratuities. Gratuities must be reasonable and should not exceed 15%. **Original receipts for all meals must be provided.**