

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.

Travel

The corporate travel reimbursement rate is established as the lower of the two rates set by the Canada Revenue Agency (CRA) for mileage, adjusted April 1st of each year. 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 **\$4.00 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 **\$80.00** per day which includes all taxes and gratuities. Gratuities must be reasonable and should not exceed 15%. **Original receipts for all meals must be provided.**