



MEMORANDUM

To: Principals, Deans, Academic Directors and Chairs

From: Sheila Brown, Chief Financial Officer

Date: January 27, 2020

Re: Automobile and Per Diem Rates for Travel

The Financial Services Department periodically conducts a review of reimbursement rates to ensure the University adequately reimburses faculty and staff for reasonable amounts while representing the University or traveling on University business. This includes a review of both the automobile and meal allowance per diem reimbursement rates.

After performing a detailed review of the current meal allowance per diem reimbursement rates, the meal allowance rates will change to \$80 CAD (Breakfast \$15; Lunch \$20; Dinner \$45) for travel in Canada and \$100 CAD (Breakfast \$20; Lunch \$25; Dinner \$55) for travel outside of Canada effective for all reimbursements made after January 31, 2020. 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. The last time these meal rates were changed was in 2008.

After reviewing current Ontario CAA driving costs, comparable Ontario University rates, and CRA's tax-exempt allowances rate, the kilometrage rate will increase from \$0.54 per kilometer to \$0.57 per kilometer for all reimbursements made after January 31, 2020. The last time this rate was changed was in 2016.

cc. DFO listserv
AMS listserv