

EXPENSE CLAIM GUIDE

Mileage within SD54 and within an approximate 400 km radius will be paid at the rate of \$0.59 per km.

Mileage beyond an approximate 400 km radius will be paid at the rate of the airfare, or \$0.28 per km, whichever is less.

Other out of district travel expenses:

- a) Hotel - at the rate of the accommodating hotel, upon submission of original receipt/invoice, or \$30.00 per day if no receipt/invoice is submitted.**
- b) Meal expenses, without receipts, outside of the district are paid as follows:**
 - Breakfast \$15.00**
 - Lunch - \$20.00**
 - Dinner - \$25.00**
- c) Other travel expenses will be reimbursed according to original receipts/invoices(s).**

All other types of expenses will be reimbursed upon submission of original, detailed receipt/invoice(s).

If submitting a claim for a purchase made in a currency other than CAD, proof of exchange rate is also required.