

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Meal Expenses

EFFECTIVE DATE: May 29, 2018

1. SCOPE

1.1 Authority

This policy is issued under the authority of the Board of Governors.

1.2 Application

This policy applies to all college employees and members of the Board of Governors.

2. PURPOSE AND PRINCIPLES

2.1 The purpose of this policy is to provide guidance to the Board of Governors and all employees in incurring meal expenses.

2.2 This policy is the cornerstone to managing the reimbursement of expenses, and in achieving fair and reasonable practices across the College.

3. POLICY

3.1 Meal costs will be reimbursed that are incurred while travelling on College business.

3.2 Meal costs will be reimbursed for business meetings with external stakeholders which take place over a meal period.

3.3 Reasonable and appropriate expenses as set out in this policy are expenses that:

- (a) are work related and incurred for an official function;
- (b) are modest and appropriate, representing prudent use of College funds;
- (c) do not involve alcoholic beverages; and
- (d) strike a balance among economy, health and safety, and efficiency of operations.

3.4 Expenses for a group can only be claimed by the most senior person present. Expenses cannot be claimed by an individual that are incurred by his/her supervisor.

3.5 Reimbursement rates for meals in Canada, including taxes and gratuities:

Breakfast	\$12.50
Lunch	\$17.50
Dinner	\$30.00
Maximum Daily Rate	\$60.00

The reimbursement rates are **not** a daily allowance; they are for individual meals you must have eaten, supported by detailed receipts, in order to be able to submit a claim for reimbursement. Employees are expected to do their utmost to adhere to the meal rates in all situations. Exceptions will require the approval of the President's Office.

3.6 Reimbursement of actual meal expenses incurred outside of Canada is subject to the rates for international travel specified in the Treasury Board of Canada Travel Directive. (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/d_e.asp)

3.7 Original detailed receipts are to be submitted. Credit card slips in themselves are insufficient to support a claim. Meals not supported by an itemized receipt may not be reimbursed.

3.8 No reimbursement will be made for meals at home prior to the departure or on return, or for meals included in the cost of transportation, accommodation, seminars and / or conferences.

3.9 For extended travel periods of more than 7 consecutive days, a meal allowance equivalent to the maximum daily rate will replace the reimbursement rates, only with prior approval of the President.

3.10 The College assumes no obligation to reimburse expenses that are not in compliance with this policy.

4. ROLES AND RESPONSIBILITIES

4.1 Board of Governors

The Board of Governors is responsible for the initial approval of this policy and all subsequent amendments.

4.2 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

5. EVALUATION

This policy will be reviewed every 3 years.

B – 20 Meal Expenses

Approved: September 16, 2008, Res. #04-09

Revised: December 15, 2009, Res. #24-10; April 15, 2014, Res. #52-14; May 29, 2018, Res. #43-18