

CANADORE COLLEGE
CORPORATE POLICY MANUAL

TITLE: Meal Expenses

EFFECTIVE DATE: September 16, 2008

1. SCOPE

1.1 Authority

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

1.2 Application

1.2.1 All college employees and members of the Board of Governors.

1.3 Purpose and Principles

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

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

1.3.3 This policy is developed following the "Travel, Meal and Hospitality Expenses Directive" issued by the **Management Board of Cabinet** (November 2004 (revised August 2006)).

1.4 Policy

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

1.4.2 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 and efficiency of operations.

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

1.4 Policy (continued)

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

Breakfast	\$8.00
Lunch	\$10.00
Dinner	\$22.00
Maximum Daily Allowance	\$40.00

1.4.4 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, October 1, 2002 or successor directive (available at: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/d_e.asp)

1.4.5 Reimbursement over the allowances set out in 1.4.3 may be approved by the President. Claims for such reimbursements must be accompanied by detailed receipts, not include alcoholic beverages, and a written explanation for exceeding the limits.

1.4.6 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 conference.

2. ROLES AND RESPONSIBILITIES

2.1 Board of Governors

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

2.2 President

The President is responsible for ensuring that all College employees are aware of the requirements of this policy and that compliance is monitored.

3. EVALUATION

This policy will be reviewed by the Board of Governors every 3 years.