



APPROVED RATES FOR EXPENSE CLAIM PURPOSES

MILEAGE CLAIMS (rate per km)

For the first 5,000 business kilometers claimed per year \$0.54

For any additional business kilometers in that year \$0.48

Note: The reporting year for trustees is December 1st to November 30th
The reporting year for all others is September 1st to August 31st

CLAIMS FOR MEALS (Includes gratuities and gross taxes)

Breakfast	Maximum amount	\$15.00
Lunch	Maximum amount	\$20.00
Dinner	Maximum amount	\$50.00

Note: If more than one meal per day is eligible to be claimed, limits may be combined.

CLAIMS FOR MEAL ALLOWANCE (Receipts not required)

Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

PERSONAL TELEPHONE EXPENSES (guideline 6.7)

To a maximum of \$5.00 per day

- Except for individuals who receive a board cell phone allowance or who are provided with a board-owned cell phone. They may use their cell phone for this purpose

CHILD CARE EXPENSES (Trustees only)

Maximum amount that can be claimed per day	\$50.00
Maximum amount that can be claimed per year	\$500.00