

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

Exception: Where a board vehicle was available and was not used \$0.10

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 1.11)

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.