

Please

1. Provide full details for prompt reimbursement
2. Travel – attach securely all travel receipts to include taxi, meal and hotels.
3. Claim expenses promptly at the termination and claim:
4. Use the most economical method of transportation and claim
 - a) Economy air or bus or rail
 - b) Identify number of kilometres travelled at \$ 0.25 per kilometre return and place to place travel
5. Meal costs schedule:

BREAKFAST:	\$ 6.00
LUNCH:	\$ 8.00
DINNER:	\$16.00

Note: Daily total may not exceed \$ 30.00
6. Note:
 - a) Per diem for professional services will only be paid at agreed rates if you provide you social insurance number
 - b) All per diem amounts will be accumulated for the year and when the accumulated amounts exceed \$ 500.00 a T4A will be issued. You will be responsible for reporting the income.
7. Expenses not claimed promptly will be subject to the following scale:

0-90 days	Full Payment
90-150 days	80% of amount allowable
150-210 days	50% of amount allowable
220 days and beyond	NO Reimbursement

Updated March 1992