



## **Travel Reimbursement Information for CLBC Contractors Effective April 1, 2010**

### **1. Purpose**

- 1.1. The purpose of this document is to provide information relevant for the reimbursement of travel expenses incurred by Contractors who incur travel expenses while on CLBC business and who have a General Service Agreement contract type.

### **2. Reimbursement Rules for Contractors**

#### General Principles

- 2.1. To be eligible for reimbursement, expenses must be appropriate, economical, necessary, and incurred in the fulfillment of official duties.
- 2.2. Costs arising from personal extensions to business travel are the claimant's responsibility and must not be included on an expense claim.

#### Air Travel

- 2.3. Reimbursement of air travel is limited to economy airfare on regular scheduled air carriers.
- 2.4. Airport improvement fees, departure fees and other mandatory charges are reimbursable whether included in the cost of the airline ticket or charged separately.

#### Use of Personal Vehicles for Travel

- 2.5. Where a personal vehicle is used for business travel, claimants are entitled to claim vehicle mileage allowance based on the distance traveled at CLBC standard rate per kilometre. The standard allowance rates are noted in Section 3.

#### Car Rental

- 2.6. Whenever possible, government arrangements for vehicle rentals must be used.

#### Accommodation

- 2.7. Where practical, accommodation must be obtained at those hotels offering government rates.
- 2.8. Where such accommodation is not available, accommodation must be selected based on lowest overall cost taking into account an adequate but modest level of comfort, convenience, and practicality.
- 2.9. Where non-commercial lodgings are used, a private accommodation allowance can be claimed. The Standard allowance rates are advised by Corporate Services.

#### Per Diem Allowance for Meals and Incidental Expenses

- 2.10. Claimants are entitled to claim per diem allowances to cover meals and, where eligible, incidental expenses. The standard allowance rates and incidental expenses covered are advised by Corporate Services.
- 2.11. Travel must start before 7:00 am to claim breakfast, before 12:00 noon to claim lunch, and must end after 6:00 pm to claim dinner.



- 2.12. Meal allowances do not apply if a meal is provided at no cost to the claimant, such as meals included as part of the accommodation cost, conference or business meeting.
- 2.13. The incidental expense component of the per diem can only be claimed when a claimant stays overnight.

Miscellaneous Expenses

- 2.14. Parking fees, ferry costs and tolls are eligible. This does not include fees for parking at the claimant's usual work place.
- 2.15. Fare costs for public transportation, such as taxis, buses, or trains, are eligible for reimbursement.
- 2.16. All business related long distance telephone calls are eligible for reimbursement.
- 2.17. Hotel e-mail access or internet charges, business expenses such as photocopying, courier can be claimed if supported by receipts.

Non-reimbursable Expenses

- 2.18. The following expenses will not be reimbursed:
  - 2.18.1. Alcoholic beverage expenses;
  - 2.18.2. Traffic and/or parking fines and towing charges;
  - 2.18.3. Incidental expenses covered under per diem amounts, such as gratuities, personal telephone calls, laundry, etc.;
  - 2.18.4. Expenses incurred with regard to travel extension for personal reasons or travel by a spouse, relation, or companion;
  - 2.18.5. Charges for services caused by the negligence of the traveler. Examples include service charges for the delivery of fuel, retrieval of keys from locked vehicles, etc.;
  - 2.18.6. Expenses of a personal or private nature.

**3. Travel Allowance Rates**

**Per Diem Allowances for Meals and Incidental Expenses**

- 3.1. Per Diem Allowances for Meals and Incidental Expenses when traveling on CLBC business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective March 29, 2009									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
II	49.00	N/A	22.00	22.00	28.50	30.00	36.50	36.50	14.00

Private Vehicle Mileage Allowance

- 3.2. Where a private vehicle is used on the CLBC business, reimbursement will be:  
Effective March 29, 2009      \$0.50 per km
- 3.3. The mileage allowance does not apply when using leased, rental or government vehicles.
- 3.4. Where non-commercial lodgings are used, the private accommodation allowance reimbursement will be \$30 per night.