

Expenditure Reimbursement Procedural Detail
Rates, Allowances, Limitations and Boundaries

The following Tables provide direction in respect of Rates, Allowances, Limitations and Boundaries:

Table 1: Reimbursement Rates and Allowances;
Table 2: Limitations and Boundaries; and
Table 3: Additional Guidelines for Tutor Expenses.

The Rates and Allowances reflected in Table 1 pertain to claims that **may be made without receipt** and are inclusive of gratuities and taxes. They are set based on periodic review of other public sector rates and approved by the Vice President Finance and Administration & CFO.

Table 1: Reimbursement Rates and Allowances

| Claimable Expense | Rate | Additional Information |
|--------------------------------------------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transportation – Claimant’s Vehicle Use | \$0.52 per km | Standard mileage amounts for travel to/from specific University business locations as established in AU’s electronic expense management system. Covers cost of fuel, insurance and vehicle “wear and tear” including minor damages such as chipped windshield or scratches. |
| Personal/Incidental | \$10 per overnight stay | Covers telephone calls, laundry, dry-cleaning, internet charges, tips. |
| Private Accommodation | \$25 per night | Where private lodging is used in lieu of commercial accommodation. |
| Meals – In Canada | | |
| • Breakfast | \$15 | If the departure time is 7:30 am or earlier or the return time is 7:30 am or later. |
| • Lunch | \$15 | If the departure time is 1:00 pm or earlier or the return time is 1:00 pm or later. |
| • Dinner | \$30 | If the departure time is 6:30 pm or earlier or the return time is 6:30 pm or later. |
| • Full Day | \$60 | |

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|------------------------|----------|-------------------------------------------------------------------------------------|
| Meals – Outside Canada | | |
| • Breakfast | \$20 CDN | If the departure time is 7:30 am or earlier or the return time is 7:30 am or later. |
| • Lunch | \$20 CDN | If the departure time is 1:00 pm or earlier or the return time is 1:00 pm or later. |
| • Dinner | \$45 CDN | If the departure time is 6:30 pm or earlier or the return time is 6:30 pm or later. |
| • Full Day | \$85 CDN | |

Table 2: Limitations and Boundaries

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|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advances | Where an advance has been provided, they are to be cleared by the Claimant receiving the Advance, within 10 business days of the occurrence of the travel for which the Advance was issued. |
| Combined Business and Personal Travel | When personal activities are combined with business travel the claimant is responsible for all incremental costs associated with the personal component of the trip. |
| Gratuities | Reasonable gratuities are reimbursable provided they are identified on the itemized receipt. A gratuity should not normally exceed 18%, unless the meal provider has included a standard rate due to group size or business policy. |
| Hospitality, Institutional Events and Employee Functions | Procedure requires that the most senior position of the organizing business area incur the expense. This provides an exception to section 4.7 c) of the Policy, to enable a more senior member to approve the expense, given no undue personal benefit is received. |
| Ineligible Expenses | Given the definition of Eligible Business-Related Expense, interpretation and consideration of eligibility should exclude: <ul style="list-style-type: none"> • any expenses related to personal and not business needs or for which there is no business purpose, except as otherwise provided in the policy/procedure; • any expenses that would be considered recreational; • choices that are not the most economical in the circumstances, unless for business reasons; • a meal allowance claim where a meal has been provided without charge or inclusive of another |

- charge being claimed, unless justifiable in the circumstance (eg. dietary restriction); and
- expense incurred due to claimant's lack of due diligence (eg. late/cancellation charges, violation fines).

Parking and Tolls

Original receipts are required for parking, unless for metered parking. Actual cost of tolls may be claimed without receipt

Receipts

Itemized receipts are required. Credit/debit card chits are not sufficient. In rare cases, missing receipts may be accepted upon documentation of the circumstance. Claimants should exercise diligence in obtaining receipt for service.

Working Sessions

- Working sessions/committee meetings include events at which primarily University employees gather within a work setting including workshops, retreats, planning or training sessions and committee meetings and for which expenditure for food and beverage is necessarily incurred. Employees going out to lunch or dinner together is not considered a working session or committee meeting. In this instance, food and beverage expenses are not eligible for reimbursement.
- Alcohol is not reimbursable

Table 3: Additional Guidelines for Tutor Expenses

The following are additional expense guidelines pertaining to tutors.

Telephone and Internet

- New Tutors may claim for the actual cost of installation of a separate phone used only for tutoring/marketing purposes up to maximum of \$150.00. Installation charges over the maximum must have prior approval. This is expected to be a one-time expenditure.
- The cost of relocating a phone within a residence will not be reimbursed.
- Monthly allowances for telephone rental and internet will be paid automatically to Tutors at the following rates:

| Monthly Expense Allowances (effective January 22, 2015) | |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Personal phone line | \$17.00 |
| Separate tutor phone line | \$35.00 |
| High speed Internet services | \$52.00 |
| Optional second phone line for dial up internet service (in lieu of highspeed Internet service or for computer hook-up with non high-speed Internet) | \$35.00 |
| Other | Refer to collective agreement |

- If a Tutor incurs telephone rental or internet services that exceed the stated allowances, an additional allowance request may be submitted every six months as an expense claim. Extra services, such as multiple e-mail addresses and domain name registration, will not be reimbursed.
- Tutors will not be paid allowances for telephone rental costs and internet costs during leaves of three or more consecutive months, nor will they be reimbursed for reinstallation costs, if required, upon their return.

Postage, Photocopying and Office Supplies

- The University will not reimburse telephone costs incurred by students who phone individualized study tutors and academic experts directly by long distance. Such students should be advised to terminate the call and call back on the 1-800 line.
- Costs for special mail or courier services will not be reimbursed. Students who request that mail be forwarded to them via special mail or courier should be advised that these items will be sent “collect.”
- Except as allowed for in the employee professional development allowance guidelines, the University will not reimburse Tutors for the capital cost of any equipment, including furniture, computers and other electronic equipment (e.g., printers and personal electronic devices).