

Appendix C – Meal Reimbursement Rates

Meals are reimbursed at the following rates:

Meal	Meal Limit (\$ CAD) (*)
Breakfast	\$12
Lunch	\$18
Dinner	\$30

(*) Rates will be periodically reviewed by the Board

Meal Expenses for Travel Outside the Jurisdiction of the Board

- Tax and gratuities are included in the meal rates. A reasonable gratuity for a restaurant meal is 15%
- The rates are not an allowance. They are for individual meals – you must have eaten the meal to be able to submit a claim for reimbursement.
- When more than one meal is claimed for any day, you may allocate the combined maximum rates between the meals. For example, if you will be eating both breakfast and lunch, the combined rate is \$30.00. This now becomes the maximum rate for the two meals, regardless of what you spend on each meal.
- Receipts must contain itemized details. Credit card slips, debit slips and hotel charges that are not accompanied by a detailed receipt are not sufficient for reimbursement.
- Meal amounts may not be claimed where meals are provided as part of a meeting or a conference.
- Meal reimbursement may not be claimed for breakfast when leaving from home in the morning to attend an out of town conference or meeting
- Meal reimbursement may not be claimed for dinner on the day that the employee is returning home from an out of town conference or meeting
- For travel in the United States or other international countries, meal reimbursements must not exceed the Canadian equivalent and meal limits (\$CAD) still apply
- Where a corporate credit card has been used, excess charges or ineligible charges in relation to the meal guidelines will be recovered from employees.

Meal Expenses Within the Jurisdiction of the Board

Meals will not be eligible for reimbursement when an employee is travelling within the Board jurisdiction to an alternate Board/School location during the day, except as allowed by the CUPE collective agreement or in Administrative Procedure 611.

As per the CUPE collective agreement, any CUPE member required to work a full shift outside the community to which he/she is normally assigned shall be entitled to a meal allowance which has been established by Board approval at \$7.00.

When a meal allowance is claimed on a frequent and regular basis it will be considered a taxable benefit as per Canada Revenue Agency.