

EXPENSE REIMBURSEMENT SCHEDULE

AP 513 Reference	Description	Rate*	Additional Guidelines
8.1.1	Accommodation	Actual	Itemized receipt required
9.1.1 9.2 9.3	Meals	Actual	Itemized receipt with list of attendees and business purpose identified required Gratuity not to exceed 20 per cent
12.1.1 12.1.2 12.1.3	Mileage (per km)	\$0.55*	Business reason for mileage to be provided
13.1.1	Business Insurance	\$175.00	Statement required
7.1.1	Medical Insurance (International Travel)	Actual	Statement required
7.2	Medical Expenses	None	Not eligible for reimbursement
14.1.1 14.1.2 14.1.3	Public Relations Expenses**	Actual	Itemized receipt required
10.1.2	Transportation: Air Fare	Actual	Itemized receipt required; regular economy fare
10.1.2	Transportation: All Other	Actual	Itemized receipt required

** Rates are reviewed annually in January. Actual expenses, to a maximum of specific rates provided above, may be claimed. Amounts indicated include gratuity.*

*** Examples of authorized official functions include:*

- *Chamber of Commerce luncheons*
- *Official opening events (e.g., schools, County or municipal buildings, etc.)*
- *Prayer Breakfast (designates only)*
- *Provincial liaison invitations*
- *Retirement receptions (designates only)*
- *Special events*
- *United Way campaigns*