

## 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 required Gratuity not to exceed 20 per cent
12.1.1 12.1.2 12.1.3	Mileage (per km)	\$0.53	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

*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*