



Week 1		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD	2018-04-25	2018-04-26	2018-04-27				
Accommodations								
Meals	B		\$13.00	\$13.00				
	L	\$15.00		\$15.00				
	S							
Ground Transportation								
Incidentals		\$ 10.00	\$ 10.00	\$ 10.00				
Other		\$ 65.50	\$ 65.50	\$ 65.50				
Totals		\$ 90.50	\$ 88.50	\$ 103.50				

Week 2		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Date	YYYY-MM-DD							
Accommodations								
Meals	B							
	L							
	S							
Ground Transportation								
Incidentals								
Other								
Totals								

Accommodations: Detailed receipts required

Meals: Per diem reimbursement (no receipts required) inclusive of tax & gratuities

Breakfast	\$13.00
Lunch	\$15.00
Supper	\$27.00
DAILY MAXIMUM	<u>\$55.00*</u>

Meal cost will not be reimbursed where the cost is included in the air fare or in registration fees at conventions, conferences, training institutions, etc.

\*Meal reimbursements in excess of per diem amount require Director's approval and must be supported with appropriate detailed receipts for allowable expenses for the day.

Ground Transportation: Detailed receipts required

Incidentals: Daily rate \$10.00 (no receipts required)

Amounts shown above are Canadian Funds  
All expenses should be converted to Canadian funds on Page 1 of claim (specify conversion rate used).