

**Travel Expense and Accommodation Rates - Effective April 1, 2016****Appendix A****Meals and Incidental Expenses****1. Full Days on Travel Status (includes meals and incidentals)**

The amount claimed up to a maximum of:

<u>Yukon</u>	<u>NWT</u>	<u>Nunavut</u>	<u>Rest of Canada</u>	<u>Alaska</u>	<u>Rest of USA</u>
\$105.15 Cdn	\$122.70 Cdn	\$151.40 Cdn	\$96.10 Cdn	\$105.15 us	\$96.10 us

**2. Partial Days on Travel Status**

The amount claimed up to a maximum of:

	<u>Yukon (Cdn)</u>	<u>NWT (Cdn)</u>	<u>Nunavut (Cdn)</u>	<u>Rest of Canada (Cdn)</u>	<u>Alaska (US)</u>	<u>Rest of USA (US)</u>
Breakfast	\$16.20	\$22.85	\$24.40	\$16.80	\$16.20	\$16.80
Lunch	\$19.10	\$25.20	\$35.15	\$17.00	\$19.10	\$17.00
Dinner	\$52.55	\$57.35	\$74.55	\$45.00	\$52.55	\$45.00

**3. Incidental Expenses**

<u>Canada</u>	<u>USA</u>
\$17.30 Cdn	\$17.30 us

**4. Distance Allowance for Private Vehicle**

57 cents per kilometer

Minimum daily rate for mileage of \$2.35

**5. Long Distance Telephone Calls**

Starting on the 3<sup>rd</sup> day of continuous travel, personal phone calls @ \$10.00 per day

**6. Accommodation Rates****Lodging at a commercial establishment**

Actual expenses for lodging at a commercial establishment as pre-authorized prior to travel

**Lodging at a private accommodation**

\$50.00 per night

**Free accommodation from a private business or a government**

No claim shall be paid by YWCHSB