

EXPENSE ALLOWANCE GUIDELINES

Transportation (Receipts required) *

1. Maximum allowance for transportation will be the equivalent of economy airfare plus transportation to and from the airport or station terminals. Whenever available and feasible, seat sale airfares should be used in place of full economy fare. Travellers are asked to use CAMRT's travel agent (Genevieve Barker at Maritime Travel, Tel: 613-563-3222 / 866-514-0004 / gbarker@maritimetravel.ca). When using this travel agent costs will be billed directly to CAMRT.
Maritime Travel Emergency/After-Hours Tel Number - 24/7
Toll-free at 1-888-551-1181 (Canada & US) or direct at 902-423-3806
2. The purchase of air flight insurance will not be reimbursed by CAMRT.
3. Use of airport bus service is encouraged, when available.
4. For travel destinations of less than 200 km, use of train or bus transportation is encouraged. Expenses will be reimbursed up to economy airfare.
5. Those travelling by automobile will be allowed expenses at the rate of \$0.625 per kilometre plus parking, up to a combination of economy airfare and airport transportation (fare to be determined by CAMRT).
6. Car rental costs (including parking) and train or bus fares (including taxis to and from terminals) will be reimbursed up to economy airfare and airport transportation service.
7. Ride share and taxi services (e.g., Uber, Lyft, taxi, cab) will be reimbursed, including gratuities up to a maximum of 15%, where such services are required for transportation to and from airport or station terminals.

Accommodation (Receipts required) *

1. Reimbursement is based on single room rate.
2. Where provision for direct billing is made by CAMRT Office, members are responsible to pay for personal expenses (movies, telephone calls, valet, etc.), on checkout.
3. Members who pay directly for accommodation should use the expense account form to claim reimbursement.

Per Diem (Receipts not required)

Those traveling on CAMRT business will be asked to submit reimbursement claims based on the following:

Breakfast	\$29.50
Lunch	\$30.05
Dinner	\$61.70
Incidentals	<u>\$17.30</u>
Total	\$138.55/day

If meals are provided by CAMRT it will be expected that no claim will be made for those meals. For example, if lunch was provided for those participating in a committee meeting, participants would claim reimbursement for breakfast (\$29.05), dinner (\$60.75) and incidentals (\$17.30) only for a total of \$107.10 for that day. Volunteers and staff members will be able to claim reimbursement for meals during travel days taking into consideration when the volunteer or staff member begins and ends their travel.

The incidentals amount is to cover various items such as coffee, laundry, telephone calls, etc. This amount can be claimed for each day a volunteer or staff member is traveling.

If volunteers or staff members choose to eat with a group they will be expected to contribute from their per diem to cover their share of the meal costs.

Miscellaneous Expenses

1. Only legitimate CAMRT expenses will be reimbursed.
2. Telephone - Please provide a copy of your personal telephone bill highlighting calls for CAMRT business and indicate the purpose of the call. When calling someone at CAMRT Office, please call toll free at 1-800-463-9729.
3. Internet - Where internet connection fees are not included in the accommodation rate, the traveller may claim for such expenses under the "other" category.

NOTES:

1. Expenses for a companion are not covered by the CAMRT. If such expenses are included on your receipts, they must be deducted on your expense form.
2. Please allow four weeks for receipt of your reimbursement from the time you mail your expense form to the CAMRT Office.

*Receipts must show the complete company name and address, the amount paid and proof of payment, date of purchase and clearly state the items purchased. Electronic copies will be accepted provided they are clear.