

Travel Expenses for Elected Members of Senate

The university may pay to each elected member of senate travel expenses associated with Senate meetings and responsibilities.

Senators must account for all mileage, accommodation and meal travel expenditures in accordance with the following procedures. Claims must be submitted and approved by the University Secretary.

All travel expenses are to be recorded on a Travel Expense Claim form, signed, and **submitted to the University Secretary's Office**, within ten (10) working days of the return date of the trip. Forms are available upon request.

Receipts or original paid invoices are required for all expenses except:

- Meals, other than as outlined below
- Tips and gratuities
- Mileage for use of personal automobiles (\$0.4535/km)

The university has established per diem amounts for meal reimbursement while traveling. The per diems are the maximum allowed to a traveler if unsupported by receipts. The per diem rate for in-Province is \$51.00 (\$10.00 for breakfast; \$18.00 for lunch; \$23.00 for dinner) – no receipts required. Per Diem per out-of-province is \$61.00 (\$13.00 for breakfast; \$20.00 for lunch; \$28.00 for dinner).

Amounts in excess of the per diem must be reasonable and must be supported by receipts showing the name of the restaurant and the amount paid.

All Travel Expense Claims will be reviewed by Connection Point. Claims and any which are deficient will be returned requesting additional documentation and/or information as required.

Elected Senators are limited to a total claim of up to \$1000.00 per Senate meeting (includes all expenses, ex. air, hotel, meals, parking etc).

\$30.00 per night can be claimed if staying in private residence instead of a hotel.

Expenses are not paid for optional events such as attending Convocation, the Senate Forum, or other campus events you may be invited to attend.