

Policy on Reimbursement of Corporate Travel Expenses

For Corporate travel of **less than 24 hours**, the travellers may claim meal allowances provided the following conditions are met:

Travellers are entitled to claim per diems if the following conditions are met:

Breakfast – travel (departure from home) starts before 7:00 a.m. Travellers cannot claim a meal allowance if their regular shift starts at or after 7:00 a.m.

Lunch – departure is before 11:30 a.m. and arrival is after 1:00 p.m.

Dinner – departure is before 6:00 p.m. and arrival (at home directly from airport/train station) is after 7:00 p.m.

Incidentals – travellers are entitled to claim incidentals for each day or part day they are on travel status where the trip includes an overnight stay.

Meal per diems may not be claimed where meals or other equivalents have been otherwise provided during travel.

For Corporate travel of **more than 24 hours**:

APS pays travellers a meal allowance for each breakfast, lunch and dinner (where applicable) if no other meal was provided by APS or through the CBC/Radio-Canada by means of duty entertainment, internal business hospitality, business receptions or staff functions, or by any other service provider (lodging, transportation, VIA 1, conferences, etc.)

Per Diem Rates

ALLOWANCE RATE	CANADA	CBC/ RADIO-CANADA NORTH	U.S.	OTHER LOCATIONS
Breakfast	\$16.80 CAD	\$22.85 CAD	\$16.80 USD	As per Treasury Board Approved Rates
Lunch	\$17.00 CAD	\$25.20 CAD	\$17.00 USD	
Dinner	\$45.00 CAD	\$57.35 CAD	\$45.00 USD	
Incidentals	\$17.30 CAD	\$17.30 CAD	\$17.30 USD	
TOTAL	\$96.10 CAD	\$122.70 CAD	\$96.10 USD	

Use of a Privately Owned Vehicle

Travellers may use their privately owned vehicle provided they justify that this travel mode is more cost-effective and/or more practical. Travellers must justify that:

- The amount for mileage allocation does not exceed the normal or average cost of an equivalent economy class airfare, or train fare or taxi fare to the same destination;
- The travel must take place outside of the regular flight schedules availabilities.

APS pays an allowance for the use of privately owned vehicles for business purposes according to the standard rate:

1. The mileage allowance paid for the use of a privately owned vehicle driven for an APS official business travel is 0.50 ¢ per kilometer. The mileage allowance covers all vehicle costs (other than parking and toll fees), that is, expenses for gasoline, repairs, insurance and other similar expenses.
2. To be reimbursed for the mileage allowance, the travellers must provide the following information on their expense reports:
 - Purpose of the business travel;
 - Date and location;
 - Toll and parking receipts if applicable;
 - Time of arrival and departure;
 - Number of kilometers driven during the business trip.
3. It is incumbent upon the travellers to obtain adequate insurance coverage with their insurers for the use of a privately owned vehicle for business purposes.
4. APS disclaims itself from any liability in respect to insurance coverage or any claims or income tax implications that may arise as a result of the travellers using a privately owned vehicle for business purposes.

For additional information, APS applies the same *Rules and Procedures on Corporate Travel* as the Canadian Broadcasting Corporation. For more details, please consult IO :

Policies / Corporate policies / Employee related expenses and reimbursements / Rules and procedures on business travel:

<https://io.cbrc.ca/#/resources/rules-and-procedures-on-business-travel-regles-et-procedures-relatives-aux-deplacements-d-affaires-1.3155760>