

**APPENDIX A**  
**TRAVEL AND EXPENSE CLAIM REIMBURSEMENT RATES**  
**Last Updated: April 1, 2024**

**Reimbursement Rates for Travel within Canada**

Per Diem Meal Reimbursement:

| Group | Breakfast | Lunch   | Dinner  | Full Day |
|-------|-----------|---------|---------|----------|
| I     | \$14.58   | \$16.87 | \$29.16 | \$60.61  |

Private Accommodation: \$38.41/night

Personal Vehicle Use: \$0.63 cents/km as per BC provincial government travel allowance. This allowance will remain in alignment with the Province and be adjusted when the Province adjusts its private vehicle allowance rate for provincial employees.

**Reimbursement Rates for Travel within the United States**

For travel within the United States the meal and per diem rates specified above will be in US currency. Deductions for partial day travel or for meals provided will be in accordance with College Policy.

**Reimbursement Rates for Foreign Travel (outside of Canada and the United States)**

The standard per diem for international travel is \$70 per day; meal costs exceeding \$70/day require receipts. Actual costs vary from country to country. The per diem rate must be reduced by any meals provided by hosts or included in your hotel or registration fee. The International department will assist with booking flights.

The primary consideration when booking a hotel should be safety, followed by cleanliness, location, and services such as internet required to conduct college business.

Reimbursement may also be available for reasonable expenses incurred which directly relate to foreign travel such as car rental insurance, Visa(s) and passport(s), inoculations, bottled water, preventative medication (e.g. malaria tablets), premiums for additional medical insurance to provide coverage equivalent to that available under the BC Medical Service Plan, laundry costs, and other approved and directly related travel costs.