



Association of
Canadian Archivists
Association canadienne
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Schedule A: Travel Reimbursement Rates and Receipts

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Mandated Review:	January 2025
Policy Authority:	Treasurer
Parent Policy:	<i>Travel and Accommodation Policy</i>

1.0 USE OF PERSONAL VEHICLES

- 1.1 The use of a personal motor vehicle is reimbursed at the Treasury Board rate of \$0.59/km for the first 5,000 kilometres and \$0.53/km thereafter. The claimed expense must not exceed the equivalent economy airfare to travel to the same destination.

2.0 MEAL ALLOWANCE

- 2.1 The meal allowance is \$120 per day, broken down as follows:
- 2.1.1 Breakfast \$25,
 - 2.1.2 Lunch \$30, and
 - 2.1.3 Dinner \$65.
- 2.2 Meal expenses that exceed the meal allowance amounts will be the exception and must be reasonable, supported by a justification and submitted with a receipt.
- 2.3 Meal allowance amounts will be deducted if provided by a transportation carrier, the ACA, or other person.

3.0 RECEIPTS

- 3.1 Receipts are required for the following expenses if paid by the individual:
- 3.1.1 Ground transportation (e.g., bus, shuttle, subway, taxi),
 - 3.1.2 Rail ticket,
 - 3.1.3 Airfare and checked baggage,
 - 3.1.4 Hotel accommodation, and
 - 3.1.5 Meals (when claiming a meal expense under section 2.1).