



## Appendix A – Expense Guidelines

<b>Event Speaker Meals</b>		
<i>Per diem amounts:</i>		
Meal	Canada	United States
One Meal	Up to CAN\$30	Up to US\$35
Two Meals	Up to CAN\$45	Up to US\$50
Three Meals	Up to CAN\$55	Up to US\$65
<p>Note: The maximum which may be claimed for a single meal is CAN\$30 within Canada and US\$35 within the United States.</p>		
<b>Event Speaker Travel</b>		
Air Travel	Economy class.	
Rail Travel	Economy or coach class. VIA 1 may be chosen if travelling during a meal time.	
Car Rental	Mid-size vehicle unless special circumstances warrant otherwise.	
Personal Vehicle Use	Reimbursement is based on distance driven; reimbursement rate is \$0.40 per km. For distances over 200 km, rent a vehicle unless time involved makes personal vehicle use more economical.	
Other	Parking, bridge or highway tolls, taxi or airport limousine fees, and public transportation. Reasonable gratuities for meals, bellman service and hotel room service will be reimbursed e.g. 15% on restaurant meals and taxi fares.	
<b>Accommodations</b>		
<p>Lodging arrangements should be single accommodation in a standard room in a moderately priced hotel and duration should only be the length of the meeting, + 1 day before or after if necessary for travel connections. OBI will not reimburse the cost of overnight accommodation within 24 km of the claimant's home.</p>		
<b>Event Catering</b>		
<p>Discretion should be used when deciding whether the serving of food is essential and appropriate based on the time of day of the event. Indicate what is included in the package or the price/meal/person. Maximum price for a day package (including breakfast, lunch and dinner) is \$70 CA or 1.25 x the individual meal allowance (see above). <b>Alcoholic beverages must not be included in the costs.</b></p>		
<b>Ineligible Expenses</b>		
Meals	Alcoholic beverages are ineligible. When meals are provided at meetings or as part of airline/railway travel, meal costs are ineligible.	
Accommodations	<p>Additional room charges are ineligible including: cancellation fees, recreational expenses, expenses for partner accompanied travelers.</p> <p>Only accommodation directly relating to the OBI-related event can be reimbursed.</p>	