Travel and Meal Reimbursement Rates

This policy applies to all YWCA Hamilton Employees, Contractors, Students & Volunteers

1. PURPOSE

These rates establish allowable reimbursements for travel, meals, and accommodation when conducting authorized organizational business. They are designed to ensure YWCA Hamilton complies with the Broader Public Sector (BPS) Expenses Directive and maintains accountability and transparency in the use of public funds.

2. USE OF RATES

Employees may claim either per diem amounts or actual itemized receipts up to the same maximums. Alcohol is not reimbursable under any circumstances. Claims exceeding the published limits require prior written approval as per the Delegation of Authority (DOA) Policy. The rates quoted include taxes and gratuity.

3. MEAL PER DIEM RATES

Location	Breakfast	Lunch	Dinner	Total
Travel within Canada (including within Ontario)	$29.95 (reduced to 75% after 30 days and 50% after 120 days, per NJC)	$30.55 (reduced to 75% after 30 days and 50% after 120 days, per NJC)	$62.70 (reduced to 75% after 30 days and 50% after 120 days, per NJC)	$123.20 (reduced to 75% after 30 days and 50% after 120 days, per NJC)
International Travel	Use NJC or Treasury Board tables	Use NJC or Treasury Board tables	Use NJC or Treasury Board tables	Use NJC or Treasury Board tables

4. ACCOMODATION RATES

Location	Breakfast
Travel within Ontario and Canada	Canada (private non-commercial): $50/night (reduced to $25 after 120 consecutive days)
Travel within Ontario and Canada	Hotels/domestic commercial accommodation: Actual and reasonable costs supported by receipts (aligned to NJC/Treasury Board guidance).
International	Use Treasury Board tables for city-specific rates. Pre-approval by CEO required for international lodging.

5. MILEAGE AND INCIDENTALS

Category	Rate
Mileage:	$0.66 per kilometre (Ontario; rate updated quarterly per NJC Appendix B based on vehicle registration province).
Incidentals	$25.00 per day (reduced to 75% after 30 days, per NJC)

6. OUT OF PROVINCE AND INTERNATIONAL TRAVEL

- Out-of-province travel uses applicable NJC Canadian rates.
- All international travel requires CEO pre-approval.
- Currency exchange and foreign transaction fees are reimbursable with receipts.

7. ANNUAL REVIEW

These rates are reviewed annually by the Director of Finance to ensure alignment with NJC Travel Directive updates, CRA mileage rates, and the BPS Expenses Directive.
Recommended by the Director of Finance, Reviewed by VP Finance & Asset Management and approved annually by the CEO.

8. RELATED DOCUMENTS

Expense and Travel Policy

Approved by:
Medora Uppal