

Atlantic Apprenticeship Harmonization Project Atlantic Trade Advisory Committee (ATAC) Expense Guidelines

The following information is provided as a guide for your travel arrangements.

HOTEL ACCOMMODATIONS

If you are not from the workshop region, a hotel room will be pre-booked and pre-paid for you. Please note that we will only pay for room rates and applicable taxes for the duration of the meeting. The hotel may ask for a credit card number as you are responsible for extra charges made to your room (i.e. telephone calls, movies, internet, extra person in room, etc.)

PRIVATE ACCOMMODATIONS

If you choose to use private accommodations you will be reimbursed at a rate of \$40 per night.

TRAVELLING BY AIR

Air travel arrangements (if required) are pre-booked and pre-paid. To minimize costs, we will attempt to reserve flights as far in advance as possible as well as select the lowest fare and most convenient flights available. You will be provided a contact number for the travel agent responsible for making flight arrangements and are asked to book as soon as possible. You will be reimbursed for baggage expenses incurred for one checked bag to and from the meeting destination. To be reimbursed, **you must provide original receipts.**

TAXIS

You will be reimbursed for taxi expenses directly related to the meeting. This means you can claim for taxi expenses between your home and the airport, as well as between the airport and the hotel. We will **not** reimburse taxi expenses related to personal use while visiting. To be reimbursed, **you must provide original receipts.**

If you take your personal vehicle to the airport, you can claim a fixed rate of 43.79 ¢ per travelled kilometre each way. If you leave your car at the airport, you can claim the parking fees as well. To be reimbursed for these parking fees, **you must provide an original receipt.**

TRAVELLING BY CAR

If you are travelling by car, you will then be entitled to claim the fixed rate of 43.79 ¢ per travelled kilometre. **You do not need to keep gas receipts.**

If applicable, you are also entitled to claim parking fees at the hotel where the meeting is being held. To be reimbursed for these parking fees, **you must provide an original receipt.**

*Please note that parking/speeding tickets will **NOT** be reimbursed.

PER DIEM/PROFESSIONAL SERVICES FEE

If you are a trade practitioner, a professional fee of \$200 will be paid to you for each day of the meeting you attend.

MEAL ALLOWANCES AND INCIDENTALS

Participants can claim meal allowances for each day of the meeting, including travel days. You will be responsible for meal costs that exceed this allowance.

You will also receive an additional daily allowance for incidental costs such as telephone calls and local transportation. The incidental amount is only available when an overnight stay and/or at least 2 daily meals are required.

Breakfast	\$8.00
Lunch	\$15.00
Dinner	\$20.00
<u>Incidentals</u>	<u>\$5.00</u>
Total	\$48.00*

*Notes:

1. You are entitled to claim these rates for each day you attend the meeting (no receipts are required).
2. As well, if you travel on a separate day (i.e., day before or after the meeting), you are also entitled to claim these rates for each separate day of travel.
 - a) However, the following rules apply to the in-bound travel:
 - i) if your departure time from the airport in your home province is before 8:00 am, you may claim all amounts for that day;
 - ii) if your departure time from the airport in your home province is after 8:00 am, you can only claim the lunch, dinner amounts, and incidental amounts for that day;
 - iii) if your departure time from the airport in your home province is after 1:15 pm, you can only claim the dinner and incidental amounts for that day;
 - iv) if your departure time from the airport in your home province is after 7:00 pm, you can only claim the incidental amounts for that day.
 - b) The following rules apply to the out-bound travel (return home):
 - i) if your arrival time at the airport in your home province is before 8:30 am, you can only claim the incidental amount for that day;
 - ii) if your arrival time at the airport in your home province is before 12:15 pm, you can only claim the breakfast and incidental amounts for that day;
 - iii) if your arrival time at the airport in your home province is before 6:30 pm, you can only claim the breakfast, lunch, and incidental amounts for that day;
 - iv) if your arrival time at the airport in your home province is after 6:30 pm, you can claim all amounts for that day.