

Travel Expense Policy

This Alberta Sustainable Canadian Agricultural Partnership Travel Expense Policy applies to all travel-related expenses incurred under this Agreement, and only those expenses stated in this policy are eligible for payment.

- All travel-related expenses must be reasonable and appropriate in the sole discretion of the Minister.
- All expenses must be receipted, except for meal allowances.
- Expenses must be converted to Canadian dollars at time of submission.
- GST is ineligible.
- Travel that is cancelled, for any reason, and any associated costs are not eligible for payment.

This Alberta Sustainable Canadian Agricultural Partnership Travel Expense Policy has been developed based on the Alberta Treasury Board and Finance Travel, Meal and Hospitality Expense Directive.

1. Travel by Air. Receipt required.

- Only economy class air travel is eligible.
- Trip cancellations and associated costs are not eligible for payment.
- Cancellation insurance is not eligible for payment.

2. Travel by Ground. Receipt required.

- Taxi or other, intra-city public transportation.
- Parking.
- Automobile rental if there is a valid business purpose for renting a vehicle. Size and type must be appropriate for the number of passengers, road conditions, and the nature of need.

3. Business Kilometer Rate for Private Vehicle. Proof of travel must be shown.

- \$0.550 per km up to 300 km.

4. Accommodation.

- One may claim either the reasonable actual cost of accommodation (receipt required), or the accommodation allowance of \$20.15 per night.
- Costs associated with cancellations are not eligible for payment.

5. Meals.

- One may claim for a meal allowance under the following conditions:
 - Breakfast, if the departure is 7:30 a.m. or earlier or the return time is 7:30 a.m. or later.
 - Lunch, if the departure is 1:00 p.m. or earlier or the return time is 1:00 p.m. or later.
 - Dinner, if the departure is 6:30 p.m. or earlier or the return time is 6:30 p.m. or later.
- The meal allowance for all travel is as follows (receipts not required):
 - Breakfast: \$13.00
 - Lunch: \$17.00
 - Dinner: \$27.00

If a meal is included in the cost of airfare, a meal cannot be claimed unless the flight is delayed. When the flight is delayed, a meal may be claimed in accordance with the above.

A Claimant must not claim a meal allowance if a meal is provided at no cost (e.g., at a conference, workshop, seminar or part of the hotel booking).