

## LFS Entertainment Expense rates

Per Diem		Hospitality & Entertainment	
UBC employees only		Involving external guests	
Breakfast	\$14	Daytime up 6pm	\$40
Lunch	\$16		
Dinner	\$30	Dinner	\$65
*Inclusive of tax and gratuity		*Inclusive of food, alcohol, tax and gratuity. Alcohol 30% of total bill	

## Per Diem rate for travel within

	Canada	Europe	Elsewhere
Breakfast	CAD14	EUR14	USD14
Lunch	CAD16	EUR16	USD16
Dinner	CAD30	EUR30	USD30
*Inclusive of tax and gratuity			

# Travel Expenses

- ▶ Clearly state “Purpose - Destination - Date” of the travel
- ▶ Travel expenses must be submitted within 90 days of the travel
- ▶ Airfare: “the *lowest* available economical fare on the most *direct* route”
- ▶ Premium Economy/Business class requires medical note or a quote confirming the cost is within economy class price range.
- ▶ Airfare for combination with personal trip requires a quote for “the lowest available economical fare on the most direct route”
- ▶ Mileage - \$0.49/km: attach Google map with kilometers driven
- ▶ Provide business purpose for meals consumed and the list of attendees’ names and their affiliation with UBC
- ▶ Original itemized receipts are required (credit card slip alone is not sufficient). In absence, submit Missing Receipt Form: one per each receipt.
- ▶ Travel Advance: one advance at a time; to clear advance within 30 days of travel
- ▶ Conversion rate: attach your source of conversion to substantiate the amount of reimbursement in CAD. In absence, <https://www.oanda.com/currency/converter/> will be used as default