

# Financial Services

## News and Announcements

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## Meal Allowances and Per Diems at Western

May 5, 2017

### What is Changing?

The Ontario Government has recently revised the Broader Public Sector Expense Directive issued under the Broader Public Sector Accountability Act, 2010. The directive was revised to align with recent changes to the Ontario Public Service Travel, Meal and Hospitality Expenses Directive. **As a result of the changes, meal allowances are now eligible up to a maximum per diem rate.**

### When is this effective?

These changes apply to meal costs incurred on or after May 1, 2017.

### What does this mean for me?

For meals incurred on University-related business, individuals now have a choice of claiming either:

1. Meal allowances and per diems:

	Travel in Canada	Travel in the USA	Travel outside of North America
<b>Breakfast</b>	\$15 CAD	\$15 USD	\$17 CAD
<b>Lunch</b>	\$20 CAD	\$20 USD	\$28 CAD
<b>Dinner</b>	\$30 CAD	\$30 USD	\$40 CAD
<b>Daily Maximum</b>	<b>\$65 CAD</b>	<b>\$65 USD</b>	<b>\$85 CAD</b>

Per diems are permitted regardless of the funding sources unless specifically disallowed by a granting agency.

2. The actual meal costs supported by original itemized receipts up to the maximum allowable Treasury Board Meal Rates. These Rates, as adopted by Western, can be found on the Treasury Board website: <http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en>. These meal rates are updated by the Treasury Board on a semi-annual basis (April 1st and October 1st).

Please also note, meal reimbursements are not eligible for any meals that are included in the cost of the transportation fare, conference fee, accommodation charge, or other associated fees.

Refer to the Financial Services Website for additional information on Travel & Expense Reimbursement: [http://www.uwo.ca/finance/accounting/travel\\_expense\\_reimbursement.html](http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html)

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