



# University of Toronto

OFFICE OF THE VICE-PRESIDENT, BUSINESS AFFAIRS - Financial Services Department

September 15, 2008

To: Principals, Deans, Academics, Directors and Chairs

Subject: Per Diem rates for travel in Canada

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The Financial Services Department periodically conducts a review of reimbursement rates to ensure that they adequately reimburse faculty and staff for reasonable amounts while representing the University or traveling on University business.

After performing a detailed review of both the automobile and meal allowance per diem reimbursement rates, we at this time have decided to adjust the meal allowance per diem rate for travel within Canada.

Effective October 1, 2008 the meal allowance per diem rate for travel in Canada will increase from \$50.00 to \$55.00 per day. The change in the breakdown of the meal allowance per diem is listed below:

Meal allowance per diem rates:

	<u>Current rate</u>	<u>New rate</u>
Breakfast	\$ 10.00	<b>\$11.00</b>
Lunch	15.00	<b>17.00</b>
Dinner	<u>25.00</u>	<u><b>27.00</b></u>
Total	\$ 50.00	<b>\$ 55.00</b>

The new rate results from a review of rates paid by other organizations and universities in Ontario. Since the last change in the rate took place in 2001, there has been a significant increase in general inflation and food costs which supports this change to the per diem rate.

Automobile kilometrage rates:

The current reimbursement rate for use of personally owned vehicles while on approved University business will remain at \$0.47 per kilometer. This rate has been in effect since September 2006. A review of driving costs as provided by Runzheimer International Inc, an independent management consulting company, indicated that the cost of operating a compact car has in fact decreased by 3 cents per kilometer since 2006. The reduction was attributed to the lower cost of owning a vehicle, partially offset by an increase in gas prices.

Sponsored Travel through Research Grants and other similar third parties

The above pertains to expenses charged to research and other grants except where granting agencies issue guidelines or restrictions in which those rules will apply and take precedence over the University's rules.

Sheila Brown  
Chief Financial Officer

cc. DFO listserv  
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