

Alberta Growing Forward 2 Travel Expense Policy

EFFECTIVE APRIL 1, 2013

Unless otherwise specified in the Program Terms and Conditions, if travel-related expenses are eligible under the Terms and Conditions of a Growing Forward 2 Program, this Alberta Growing Forward 2 Travel Expense Policy applies 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 (with the exception of accommodation, meal and personal expense allowances).

This Alberta Growing Forward 2 Travel Expense Policy has been developed based on, and is generally consistent with, the Alberta Treasury Board and Finance Travel, Meal and Hospitality Expense Policy.

1. Travel By Air
 - Economy airfare is eligible for payment at reasonable cost
 - Cancellation insurance is not eligible for payment
2. Business Kilometer Rate for Private Vehicle
 - \$0.505 per km
3. Claimable Expenses with a Receipt (Taxi, Public Transportation, Parking, Vehicle Rental)
 - Taxi, intra-city public transportation and parking are eligible for payment at reasonable cost
 - Vehicle rental is eligible for payment at reasonable cost (compact rate only) if there is a valid business purpose for renting a vehicle
4. Accommodation
 - One may claim either the reasonable actual cost of accommodation, or the accommodation allowance of \$20.15 per night
5. Personal Expense Allowance
 - A personal expense allowance may be claimed for each full 24-hour period on travel as follows:
 - Within Canada \$ 7.35 per day
 - Outside Canada \$14.65 per day

6. Meals

- One may claim either the reasonable actual cost of the meal, or the meal allowance. The actual cost of the meal is the amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to 20 percent of the meal cost. Note: a charge slip showing only the total amount of the billing is not sufficient.

One may claim for a meal 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 is as follows:

- Breakfast: \$ 9.20
- Lunch: \$11.60
- Dinner: \$20.75

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.