

EXPENSE GUIDELINES WHILE ON ASSIGNMENT

If you are doing work with Travel Alberta and incur expenses, they will be reimbursed, provided you supply the correct documentation.

EXPENSE SUMMARY

An expense summary is an itemized list of all the expenses you are asking to be reimbursed. You can list each item on your invoice or list them in the provided [Microsoft Excel spreadsheet template](#).

Please submit your expense summary as an Excel sheet, not as a PDF.

HOW TO SUBMIT RECEIPTS

- Submit each receipt as a separate image
- Use an app like Office Lens
- Name each image file as the merchant and receipt amount (e.g. Shell \$55.15)
- Submit receipts as .pdf or .jpg. Do not submit .heic files.

Remember: Credit card slips are not sufficient back-up for reimbursement. Your receipts must include a list of all the items you purchased, not just the total.

KEY TIPS TO REMEMBER

- All expenses must be pre-approved by Travel Alberta.
- Travel Alberta is GST exempt. You will be reimbursed for GST only if you do not have a GST number.
- **Alcohol is not eligible for reimbursement.**
- Email all invoices and expenses to your Travel Alberta representative within 14 days of your assignment.
- Gratuities up to 15% will be reimbursed for all eligible service providers, including transportation, restaurant and hotel staff.

GST INFORMATION

- The net expense amount in the expense spreadsheet should match the amount on your invoice (total excluding GST).
- Include your GST number on your invoice, if applicable.
- Keep copies of your receipts and submit the GST amount to the Canada Revenue Agency (CRA) when you file a GST return.

REMEMBER

The total receipt amount can only be expensed if you **do not** have a GST number.

Travel Alberta is GST exempt, and we do not reimburse GST paid on expenses if you have a GST number.

INVOICES

Please address your invoice to Travel Alberta and include the project name and detailed descriptions of each expense on your invoice.

ELIGIBLE EXPENSES

Travel Alberta representatives will outline the parameters of your assignment. You can claim the following expenses for reimbursement.

TRANSPORTATION

Use of Personal Vehicle

The most economical option for travel outside of your hometown or city should be used. **Please discuss the rental car option with your Travel Alberta representative.**

If using your personal vehicle is the best option, you can claim mileage if you travel outside of your hometown or city at the government rates. If claiming mileage, gas expenses will not be reimbursed.

Parking

Travel Alberta will reimburse your parking costs. Please ensure you get a printed receipt.

Parking and traffic violation tickets will not be reimbursed.

Public Transportation (buses, trains, taxis)

Travel Alberta will reimburse the cost of public transportation that has been pre-approved.

REMEMBER

Documents required for reimbursement of travel expenses include:

- Parking receipts
- Public transportation receipts or tickets
- A Google Maps screenshot of trip(s) for mileage expenses

MILEAGE RATES

- Round-trips up to 200km at a rate of **\$0.505/km**
- Round-trips over 200km at a rate of **\$0.165/km**

MEALS

If you are travelling outside of your hometown or city, your meals will be covered. Travel Alberta provides a per diem meal allowance, rather than requiring you to submit meal receipts.

- You are **personally responsible for your meals** while on assignment. You can claim the Meal Allowance when submitting your expense claim for the trip.
- If you get a meal free of charge, don't claim it.
- Meals will only be covered for the duration of the project timeframe. For example, if a project runs from 8:30 a.m. to 4:30 p.m., only lunch will be covered.
- Meal times are as follows:
 - **Breakfast** – if the departure time is 7:30 a.m. or earlier, or the return time is 7:30 a.m. or later
 - **Lunch** – if the departure time is 1:00 p.m. or earlier, or the return time is 1:00 p.m. or later
 - **Dinner** – if the departure time is 6:30 p.m. or earlier, or the return time is 6:30 p.m. or later

REMEMBER

Meal per diems are as follows:

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

ACCOMMODATION

- Travel Alberta will reimburse accommodation if you are working on an assignment that requires you to stay overnight outside of your own town or city.
- You are required to book accommodation at the lowest or most reasonable rate appropriate to the occasion.
- Accommodation must be pre-approved, unless unforeseen circumstances arise that could impact safety (e.g. inclement weather, unsafe driving conditions).
- If you want reimbursement for accommodation, it must be pre-approved.
- An **accommodation invoice** is required for reimbursement. This must be a **detailed folio**, which you can get through the front desk.

REMEMBER

Travel Alberta **will not reimburse** any additional hotel charges (meals, room service, minibar, telephone charges, etc).

ACCESS FEES

Travel Alberta will reimburse access fees, such as passes to national parks, admission or registration to gated events or festivals necessary to fulfill your assignment.

Documents required for reimbursement: dated receipts or tickets indicating cost.

EXCEPTIONS TO EVERY RULE

We will do our best to let you know ahead of time if there are expenses we can cover that aren't stated here.