

DETAILS ON ELIGIBLE TRAVEL EXPENSES

TRAVEL EXPENSES IN QUEBEC

Travel expenses refer to costs incurred by a person travelling outside of his or her usual work territory.

This appendix will cover travel expenses regarding certain modes of transportation, hotel accommodations and restaurant expenses. Other travel expenses, or reimbursements in excess of those established, may be authorized if necessary, but only when documented. Barring exceptional circumstances, the methods chosen must demonstrate due regard for cost saving.

The BENEFICIARY must comply with the "Directive sur les frais remboursables lors d'un déplacement et autres frais inhérents", available on the *Conseil du trésor* website at the following address: <http://www.tresor.gouv.qc.ca/publications/secretariat/>.

On the agreement signature date, these guidelines prescribed the following rates:

Transportation

More economical forms of public transportation must be prioritized over personal vehicles.

With regard to personal vehicles, the following rates will be eligible according to the applicable kilometrage during the BENEFICIARY's fiscal year:

Annual Kilometrage	Rates
1 st instalment: 1 to 8,000 km	\$0.455/km
2 nd instalment: More than 8,000 km	\$0.410/km

If the appropriate public transportation is available but the BENEFICIARY opts for a personal vehicle, the eligible rate will be reduced to \$0.145 per kilometre travelled.

Hotel Accommodations

The following maximum daily allowance for hotel accommodations will apply:

City	Maximum Allowance	
	Low Season ²	High Season ³
City of Montreal territory	\$126	\$138
Quebec City territory	\$106	
The cities of Laval, Gatineau, Longueuil, Lac-Beauport and Lac-Delage	\$102	\$110
Establishments located elsewhere in Quebec	\$83	\$87
All other establishments	\$79	

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

These maximum amounts do not include the Goods and Services Tax (GST), the Quebec Sales Tax (QST), or the accommodation tax, which will be reimbursed where applicable.

Restaurant Expenses

The following maximum daily allowance for restaurant expenses will be applied:

	Applicable Rate
Breakfast	\$10.40
Lunch	\$14.30
Dinner	\$21.55
Total	\$46.25

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

The rates shown above include taxes and service.

² From November 1 to May 31

³ From June 1 to October 31

TRAVEL EXPENSES OUTSIDE QUEBEC

This section covers expenses incurred outside Quebec for programs that include these costs.

City/Country	Maximum Allowance	
	Accommodations Per Day In CAD	Meals Per Day In CAD
CANADA (OUTSIDE QUEBEC)		
Calgary	\$166	\$50
Charlottetown	\$148	\$50
Edmonton	\$115	\$50
Halifax	\$136	\$50
Moncton	\$148	\$50
Ottawa	\$148	\$50
Regina	\$108	\$50
Saskatoon	\$102	\$50
St. John's (Newfoundland and Labrador)	\$159	\$50
Toronto	\$184	\$60
Vancouver	\$184	\$55
Victoria	\$184	\$50
Winnipeg	\$102	\$50
Other cities	\$102	\$50
AMERICA		
	In USD	In USD
Atlanta	\$120	\$50
Boston	\$192	\$50
Chicago	\$130	\$50
Dallas	\$120	\$50
Detroit	\$120	\$50
Los Angeles	\$120	\$50
Miami	\$120	\$50
New York	\$192	\$60
Philadelphia	\$120	\$50
San Francisco	\$160	\$50
Seattle	\$120	\$50
Washington, D.C.	\$120	\$50
Other cities	\$120	\$50
Brazil	\$123	\$40
Mexico	\$177	\$43
EUROPE		
	Local currency	Local currency
Germany	€137	€60
Belgium	€137	€54
Spain	€161	€59
France	€174	€62
Italy	€218	€52
Luxembourg	€125	€52
Netherlands	€111	€61
United Kingdom	£139	£51
Switzerland	209 Francs	92 Francs

City/Country	Maximum Allowances	
	Accommodation Per Day	Meals Per Day
SCANDINAVIAN COUNTRIES	In USD	In USD
Denmark	\$105	\$65
Iceland	\$153	\$69
Norway	\$114	\$78
Sweden	\$127	\$55
Finland	Local currency €125	Local currency €71
NEAR EAST		
Israel	In USD \$219	\$80
ASIA	In USD	In USD
China	\$145	\$48
South Korea	\$159	\$57
India	\$190	\$38
Japan	\$164	\$89

These rates are based on the *Secrétariat du Conseil du trésor* guidelines and may vary.

These maximum amounts do not include the Goods and Services Tax (GST), the Quebec Sales Tax (QST), the accommodation tax, or any other tax in effect within the relevant countries, which will be reimbursed where applicable.

Stated amounts are based on the US dollar, notwithstanding Canada and countries that use the Euro. Local currencies are used for information purposes only.

Please contact us for any other destination.

Support documents, including receipts and proof of payment, will be required and must be kept by the applicant for possible auditing purposes.