

# Travel Expenses Procedure

## Statement

These regulations exist to detail the allowances for travel expenses for staff or executives travelling on TKUSA business.

## Regulations

### 1. Mileage

1.1. Mileage Rates are reimbursed for the use of a personal vehicle at \$0.55/km.

### 2. Accommodation Allowance

2.1. Accommodation allowance is granted to employees staying with friends/relatives at no charge. This is provided for the employee to purchase a gift for their friend/relative who had provided accommodation free of charge. No receipt is required. Allowance is \$20.00/night.

### 3. Meal Allowance

3.1. Daily Meal allowance:

3.1.1. \$72.00 per 24-hour period on travel status, OR:

- Breakfast \$12.00
- Lunch \$24.00
- Supper \$36.00

3.1.2. The daily meal allowance includes gratuities.

### 4. Parking Allowance

4.1. The maximum amount of parking that can be claimed without a receipt is \$5.00.

## Fact Sheet

First Approval: June 21, 2023

Source: The King's University Travel Procedure