

# MEMO

**DATE:** September 8, 2022  
**TO:** All Employees  
**FROM:** James Pede, Associate Director, Financial Operations  
**SUBJECT:** Update to Meal Allowance and Mileage Reimbursement Rates

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In response to increased inflation and cost of living, effective September 12, 2022, the following changes will be made to reimbursement rates for meal allowances, and for the reimbursement rates for kilometers driven when use of a personal vehicle for approved work activities is required.

| <b>Meal Allowances</b> |                      |                  |
|------------------------|----------------------|------------------|
| <b>Meal</b>            | <b>Previous Rate</b> | <b>New Rates</b> |
| Breakfast              | \$12                 | \$15             |
| Lunch                  | \$15                 | \$19             |
| Dinner                 | \$33                 | \$35             |
| Total                  | \$60                 | \$69             |

The reimbursement rate table for automobile expenses has been simplified and employees may claim the new rates below regardless of where the travel occurs in Ontario:

| <b>Reimbursement Rates for Automobile Expenses - New Rates</b> |               |
|--|---------------|
| <b>Kilometers Driven</b>                                       | <b>Rate</b>   |
| 0 – 5,000  | 60.0 cents/km |
| 5,001 km and over  | 55.0 cents/km |

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| <b>Reimbursement for Automobile Expenses - Previous Rates</b> |                         |                         |
|---|-------------------------|-------------------------|
| <b>Kilometers Driven</b>                                      | <b>Southern Ontario</b> | <b>Northern Ontario</b> |
| 0 - 4,000   | 40.0 cents/km           | 41.0 cents/km           |
| 4,001 - 10,700  | 35.0 cents/km           | 36.0 cents/km           |
| 10,701 - 24,000   | 29.0 cents/km           | 30.0 cents/km           |
| 24,001 km and over  | 24.0 cents/km           | 25.0 cents/km           |

All employee reimbursement requests must be submitted electronically via Workday. The user guides for creating expense reports in Workday can be found here: <https://www.algonquincollege.com/workday/employee-userguides/>

For any questions, please contact Accounts Payable (accounts payable@algonquincollege.com).