

MEMO

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

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.

Meal Allowances		
Meal	Previous Rate	New Rates
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:

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

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Reimbursement for Automobile Expenses - Previous Rates		
Kilometers Driven	Southern Ontario	Northern Ontario
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).