

MEOPAR Travel Reimbursement Guidelines

I. General Information

All travel being reimbursed by MEOPAR must comply with Dalhousie University's travel policy and travel claim procedures. Please review their guidelines before submitting your claim. The policies are available here:

<http://www.dal.ca/dept/financial-services/policies/Travel-and-entertainment.html#travel>

II. Reimbursement Procedure

All expense claims must be submitted by filling out a Dalhousie Travel Claim form found here:

<http://www.dal.ca/dept/financial-services/forms/payment-of-expenses.html>

Claim forms must be received within 30 days of MEOPAR-related travel in order to be approved.

The claim form must be accompanied by all **original receipts** and have the **claimant's original signature** to be processed. Once you have completed the form, please send your travel claim to:

MEOPAR
c/o Janet Marshall
1355 Oxford Street, Suite 2-41
Halifax, NS, B3H 4J1
janet.marshall@meopar.ca

**For those not associated with Dalhousie, please use the following answers to complete the form:*

Department: MEOPAR

Affiliation: Researcher, Board Member, Committee Member etc.

Purpose: Please list event you attended or purpose of travel

If you are a Dalhousie student or staff member, expenses are reimbursed by direct deposit so please include your Banner number on the claim form. For all others, Dalhousie will physically mail you a cheque to the address you listed on the travel claim form.

Please note that once our office approves your claim, processing through Dalhousie University may take up to three weeks.

III. Per Diem Rates

As per Dalhousie University's guidelines, MEOPAR will reimburse individuals for meals at the following rates:

Breakfast - \$9.00 CDN

Lunch - \$14.00 CDN

Supper - \$24.00 CDN

Daily rate - \$47.00 CDN

**Please note you cannot claim a meal if one was served at the event you attended unless you could not eat the meal due to dietary restrictions.*

As per Dalhousie University's guidelines, MEOPAR will reimburse individuals for accommodation at the following rates:

Commercial – Any reasonable rate for single accommodation

Private - \$40.00/day

As per Dalhousie University's guidelines, MEOPAR will reimburse individuals for transportation in their own vehicle at the following rate:

Private-Owned Vehicle – \$0.43/km

If your expenses are beyond what the per diem covers, please contact our office to discuss getting the amount approved before you submit your claim. This will help ensure your claim is processed quickly.