

GUIDELINES FOR PAYMENT OF EXPENSES OF EXTERNAL EXAMINERS

Faculty of Science

Science Graduate Office

GENERAL

- Reimbursement limit is **\$750.00** (Canadian).
- Original detailed invoices/receipts and proof of payment documentation must accompany the travel claim for reimbursement.
- Claimant must be personally out-of-pocket (payment made with cash or credit card) in order to be reimbursed. Payments made with gift cards or loyalty point conversion (e.g., AIR MILES) cannot be reimbursed.
- Claims must be submitted 30 days from the date of return.

TRANSPORTATION:

Air Fare:

- Economy class return air fare.
- Boarding passes should be included where possible.

Automobile:

- Travel by automobile owned by the external examiner will be reimbursed at the University of Waterloo's standard rate of \$0.59/km.
- If the distance travelled is to exceed 500 kms or more, special permission is required. Please contact the Science Graduate Office in this situation.

Car Rental:

- Reasonable expenses for automobile rental or other means of transportation (limousine) to/from the airport and the university are eligible expenses.
- Please ensure that a detailed receipt from the rental car company or limousine service showing proof of payment is included with your claim.
- Fuel and parking are eligible expenses when renting an automobile.

ACCOMMODATION:

- Hotel accommodation will be provided for one night.
- In special circumstances, accommodation for two nights will be provided if it can be confirmed that travel schedules make staying only one night impossible. In this situation please contact the Science Graduate Office.

MEALS:

- Meal expenses can be claimed by Per Diem or actual receipted meals with the per diem being the preferred method.
- Please include information to show how you derived the number per diems which you are claiming.
- See table below for allowable amounts.

Canadian Dollar Amount for Permitted Per Diems

<i>Meal</i>	<i>Within Canada</i>	<i>Outside Canada</i>
Breakfast (.25)	20.00	25.00
Lunch (.25)	20.00	25.00
Dinner (.50)	40.00	50.00
Maximum per day (1)	80.00	100.00