To: All Employees

From: Ian Orchard, Vice-President, Academic & Provost
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Date: February 1, 2017

Subject: Revised Broader Public Sector Expenses Directive – Per Diems

What is happening?

The Ontario government recently revised the Broader Public Sector Expenses Directive issued under the Broader Public Sector Accountability Act, 2010 effective January 1, 2017.

As a result, the University has revised its per diem policy. Original itemized receipts for meal claims are no longer a requirement when funding is provided by the Ontario government or by its agencies or ministries.

When is this happening?

The University’s new rules are effective immediately for any trips:

- beginning on or after January 1, 2017, and
- where a claim has not yet been submitted.

What does this mean to me?

For University-related business meals, claimants now have the choice of claiming either:

- the actual meal costs supported by original itemized receipts, or
- a per diem meal allowance.

Per diems are permitted regardless of the funding source unless specifically disallowed by a granting agency. Maximums for both receipted meals and per diems are outlined in the Guidelines supporting Policy 31 – Travel.