



Memo

TO: ALL STAFF

FROM: Clara Young, Director of Finance & Administration

DATE: June 2, 2023

RE: Daily Meal Allowance Increase

Effective June 1, 2023, please see the following chart noting increased meal rates for employees.

Meal		<i>Regular Rate</i>
Breakfast		20.00
Lunch		30.00
Supper		40.00
Total		90.00

Expenses – maximum amounts including taxes and gratuities.

New: Effective June 1, 2023, there will no longer be a Catchment Area Rate. There will only be a regular rate for meals.

There is no changes below:

- A rate of \$10.00 per night for Incidentals can be claimed if you are staying overnight for agency business.
- Incidentals: this may include items that may need to be purchased such as: toothbrush, toothpaste, comb, hygiene products, etc, if missed while packing for overnight trips.
- When a hotel offers a complimentary breakfast, employees can now claim the breakfast allowance.
- No receipts are needed for meal allowances and incidentals.

Please refer to the Finance and Personnel Policy in Section 4: 4.4 Meal Expenses. Please note the policy has not been updated to reflect these most recent changes. If you have any questions, please speak to your Supervisor.