

## International Travel - Meal Costs

There are two options to account for meal costs incurred on international travel:

### 1. Per diems can be claimed through the ERS

- **No Receipts are required**
- For each full day of travel outside of Canada, this results in an amount of \$100 CDN per day
- If travelling for one meal period, the claimant will only be reimbursed up to the per diem allowance for that particular meal.
- If travelling for one meal period, the claimant will only be reimbursed up to the per diem allowance for that particular meal. The Per Diem rates for full and partial days (US/Int'l Travel) are as stated below:
  - a. Breakfast (\$21.00) per diem
  - b. Lunch (\$21.00) per diem
  - c. Dinner (\$58.00) per diem
  - d. Breakfast/Lunch (\$42.00) per diem
  - e. Breakfast/Dinner (\$79.00) per diem
  - f. Full Day (\$100.00) per diem
  - g. Lunch/Dinner (\$79.00) per diem

### 2. Receipted Meals

If not using the Per Diems option, receipted meals are the only other option. In some cases this may result in a higher amount being reimbursed, as the traveler can claim up to the amount for meals set out by the National Joint Council (Meal rate only – not to include the 'Incidental Amount') for the country where the expense was incurred. **Itemized receipts are required to be attached to the expense claim for each such item claimed.** Financial Services recommends claimants review the National Joint Council Rates for travel outside of North America before travelling ([Appendix D, Allowances, Module 4](#)). This will ensure you are making an informed decision regarding meal prices in other countries.

Please note that in rare cases, claimants may travel to locations where obtaining receipts is not possible. In this situation, the claimant should claim per diems for their meal costs.