



# OSTA

Ottawa Student  
Transportation  
Authority

## Appendix A

### Expenditure Guidelines (Updated February 28, 2022)

#### Reimbursement for Expenditures Incurred on OSTA Business

**1. Meals and Incidental Expenses:**

The following amounts may be claimed with the submission of detailed receipts. The amounts must be claimed on a duly approved and prescribed "OSTA Travel Expense Claim" form.

|           |             |
|-----------|-------------|
| Breakfast | <b>\$14</b> |
| Lunch     | <b>\$16</b> |
| Dinner    | <b>\$35</b> |

Maximum Combined  
Daily Expense **\$65** - including taxes and gratuities.

If the claimant believes it was necessary to spend an amount in excess of the daily rate, or for incidental expenses, the claim will be substantiated by detailed receipts and will be subject to the prudent and discretionary approval of the General Manager. Reimbursement for alcohol is not permitted under any circumstances.

**2. Mileage:**

The prescribed rate for claiming mileage is at **\$0.61 cents/kilometer for the first 5,000km and \$0.55 cents per kilometer driven after that for any given calendar year.**

This allowance paid for the use of a private car will compensate for all costs of ownership and operation and will be deemed to cover such costs as insurance, depreciation, gas, oil and repairs. Drivers operating their personal vehicles while performing work on behalf of OSTA are responsible for ensuring that they are in possession of insurance appropriate to their vehicle. If business use insurance is required, the employer will reimburse the additional costs in accordance with the OSTA "Safe Driving Administration" policy. Full liability for personal vehicles used on behalf of OSTA rests with the owner of the vehicle.

**3. Advances:**

Travel advances may be provided, upon request, to individuals who are to incur expenditures on approved Board business. Requests for travel advances will be submitted by way of a duly completed and appropriately documented "OSTA Travel Expense Claim" form, and with sufficient notice to process the request. Individuals will submit a final, approved "OSTA Travel Expense Claim" form within thirty (30) days of the conference, convention, workshop or seminar, and reimburse any unspent funds.