



detailed hotel bill. When a detailed bill is not available (e.g., booking made through online third party agency), a copy of the electronic booking must be submitted. A summary credit card or debit receipt is not sufficient documentation for accommodation claims. Financial Services may request proof of payment such as a credit card statement.

In such cases where it is more practical to do so, an employee may arrange board and lodging with relatives and friends. The employee will be permitted to claim \$25.00 CAD per day.