



ADLC Procedures Manual AP 20-5

ADLC Travel Reimbursement

ADLC covers costs or reimburses employees for travel on ADLC business as per PHRD Policy, noting that Contract Markers are not eligible to claim travel expenses:

a) **Accommodation**

ADLC covers or reimburses for room costs upon submission of room receipts that indicate invoices have been paid. Staff will use moderation when booking hotel rooms.

Employees who choose to stay at a personal residence of a friend or family member are eligible to receive \$30 per night to help offset their host's costs.

ADLC covers or reimburses the cost of one personal phone call per night when staff is staying overnight. Room invoice must show the call charge.

b) **Subsistence**

ADLC reimburses for meals as per PHRD approved per diem rates and meal times. For those staff carrying an ADLC credit/purchase card, they may charge their meal costs including gratuities (maximum of 15%) to the rates allowed by PHRD policy.

c) **Travel**

ADLC reimburses for travel as per ADLC PM 20-1.