**CUA Guidelines for Speaker Expenses**

**Travel**

**Air**
Travel within North America where total segments equal less than five hours in-flight time:
- Mid-level economy class
  - Air Canada: Flex
  - WestJet: Flex
  - Porter: Flexible

Travel within North America where total segments equal more than five hours in-flight time:
- Full economy class
  - Air Canada: Latitude
  - WestJet: Plus
  - Porter: Freedom

International: restricted business class (also referred to as Executive Class Lowest, Discounted Business, Business Special, and Business Basic)

All exceptions must be approved by OE or designate

**Train**
For all travel via train: Via Rail Business class fare

**Hotel**
Hotel costs to a maximum of $300 per night to cover the cost of a standard hotel guestroom and applicable taxes. Where possible, corporate or negotiated rates should be used.

**Meals**
Breakfast: a maximum of $45/person
Lunch: a maximum of $75/person
Dinner: a maximum of $150/person