



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