

LEGAL AID SASKATCHEWAN
Summary of Travel and Sustenance Rates*

Effective April 1 2016

Travel:

- | | | |
|-----|--|---|
| (1) | * Chartered Aircraft) | Allowed where it is considered to be the most economical considering expenses and loss of time; |
| (2) | * Scheduled Aircraft) | |
| (3) | * Train or Bus | |
| (4) | CVA Vehicle | |
| (5) | Private Vehicle (only when a CVA vehicle is not available) | |
- * Receipts required

Private Vehicle

| | | |
|--------------------------------------|----------|----------------------------|
| Rates Effective April 1, 2016 | Ordinary | North of the 54th Parallel |
| Kilometers | 40.06 ¢ | 43.14 ¢ |

Meals

No receipts required, however no claim may be made for a meal when:

| | | |
|-----------|-----------------------|----------------------|
| | Departure later than: | Return earlier than: |
| Breakfast | 7:30 am | 8:30 am |
| Dinner | 11:30 am | 12:30 pm |
| Supper | 5:30 pm | 6:30 pm |

Claims for meals where a meal is served on a plane en route will not be allowed.

| Rates effective January 15/05 | Ordinary in Province | Beyond Road's End in Province | Out of Province |
|----------------------------------|----------------------|--|-----------------|
| Breakfast | \$8.00 | Actual and reasonable charges supported by receipts. Where receipts not available, ordinary rates apply. | \$11.00 |
| Dinner | \$14.00 | | \$16.00 |
| Supper | \$19.00 | | \$24.00 |
| Per Diem | \$41.00 | | \$51.00 |

The above rates include reimbursement for GST, gratuities and the overnight allowance.

Accommodation

- (1) Hotel rate effective **January 15, 2005** Actual and reasonable charges, supported by receipt. Employees are expected to seek accommodation in the least expensive rooms of the hotel/motel they have chosen.
- (2) Effective October 1, 2008 an amount of \$35.00 per night (no receipt required) will be paid for accommodation in private residence.
- (3) Overnight allowances are included in the revised meal rates.

Other

- (1) Taxis - receipts required when over \$4.00
- (2) Telephone - receipts required
- (3) Parking - (off street) actual costs supported by receipts
 - (metered) actual costs up to \$4.00 per day

- For complete details, refer to the Travel and Sustenance Policies Procedures list in your office.