# LEGAL AID SASKATCHEWAN Summary of Travel and Sustenance Rates\*

## Effective April 1 2020

## Travel:

- \* Chartered Aircraft Allowed where it is considered to be the most \* Scheduled Aircraft (2) economical considering expenses and loss of time;
- (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 2020	Ordinary	North of the 54th Parallel	
Kilometers	46.25 ¢	49.80 ¢	

#### 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 February 1 2020	Ordinary in Province	Beyond Road's End in Province	Out of Province
Breakfast	\$10.00	Actual and reasonable	\$13.00
Dinner	\$18.00	charges supported by receipts. Where receipts not	\$20.00
Supper	\$23.00	available, ordinary rates apply.	\$28.00
Per Diem	\$51.00		\$61.00

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

#### **Accommodation**

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

#### Other

- Taxis receipts required when over \$4.00
- Telephone receipts required
- (2) (off street) actual costs supported by receipts Parking (metered) actual costs up to \$8.00 per day
  - For complete details, refer to the Travel and Sustenance Policies Procedures list in your office.