

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

**Effective October 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 <b>October 1, 2016</b>	Ordinary	North of the 54th Parallel
Kilometers	41.72 ¢	44.93 ¢

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 rates: 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) Private Accommodation: 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.