

LEGAL AID SASKATCHEWAN  
Summary of Travel and Sustenance Rates\*

**Effective April 1 2021**

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>April 1 2021</b> | Ordinary | North of the 54th Parallel |
| Kilometers                          | 47.36 ¢  | 50.99 ¢                    |

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 charges supported by receipts. Where receipts not available, ordinary rates apply. | \$13.00         |
| Dinner                          | \$18.00              |  | \$20.00         |
| Supper                          | \$23.00              |  | \$28.00         |
| Per Diem                        | \$51.00              |  | \$61.00         |

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 \$8.00 per day

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