LEGAL AID SASKATCHEWAN
Summary of Travel and Sustenance Rates*

Effective October 1 2021

Travel:

(1) * Chartered Aircraft)
(2) * Scheduled Aircraft) Allowed where it is considered to be the most 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 **October 1 2021**	Ordinary	North of the 54th Parallel
Kilometers	48.50 ¢	52.22 ¢

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.