

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

**Effective October 1, 2025**

Travel:

- |     |                                                            |   |                                                   |
|-----|------------------------------------------------------------|---|---------------------------------------------------|
| (1) | * Chartered Aircraft                                       | ) | Allowed where it is considered to be the most     |
| (2) | * Scheduled Aircraft                                       | ) | 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 <b>October 1, 2025</b> | Ordinary | North of the 54th Parallel |
|----------------------------------------|----------|----------------------------|
| Kilometers                             | 55.55 ¢  | 59.81 ¢                    |

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<br>July 14, 2024 | Ordinary in Province | Beyond Road's End in<br>Province                                                                                     | Out of Province |
|----------------------------------|----------------------|----------------------------------------------------------------------------------------------------------------------|-----------------|
| Breakfast                        | \$16.00              | Actual and reasonable<br>charges supported by<br>receipts. Where receipts not<br>available, ordinary rates<br>apply. | \$20.00         |
| Dinner                           | \$23.00              |                                                                                                                      | \$25.00         |
| Supper                           | \$31.00              |                                                                                                                      | \$35.00         |
| Per Diem                         | \$70.00              |                                                                                                                      | \$80.00         |

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.