



PERSONNEL INTEROFFICE MEMORANDUM

To: All Employees

From: Cheryle Donahue
Director, Human Resources

Date: November 7, 2011

Subject: Travel Rates – Appendix A – HR-26 Duty Travel

Effective immediately the rates for mileage will change to **\$0.62** per kilometer for travel within the Northwest Territories and **\$0.53**/per kilometer for elsewhere in Canada.

The rates for meal allowances and incidentals will change as follows:

ADULTS:		CHILDREN UNDER 10	
Breakfast	\$21.00	Breakfast	\$10.50
Lunch	\$21.00	Lunch	\$10.50
Dinner	\$53.00	Dinner	\$26.50
Incidentals	<u>\$19.00</u>	Incidentals	<u>\$ no</u>
	\$114.00		\$47.50

Private Accommodation: \$50.00/night

Personal phone calls: As previously agreed to during collective bargaining, the allowance for personal phone calls has been added to the rate for incidentals at \$2.00 per day.

Rates in the United States are the same as in Canada, but paid in U.S. funds.


Cheryle Donahue