



## PERSONNEL INTEROFFICE MEMORANDUM

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**To:** All Employees

**From:** Cheryle Donahue  
Director, Human Resources

**Date:** November 7, 2011

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

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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 \$19.00	Incidentals \$ no
\$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.

A handwritten signature in black ink, appearing to read 'Cheryle Donahue'.

Cheryle Donahue