

**NOTICE TO GOVERNMENT OF ALBERTA EMPLOYEES**  
**SUMMARY OF TRAVEL RATES AND ALLOWANCES**  
**EFFECTIVE MAY 1, 2008 AND JULY 1, 2008**

This notice shows the, **most frequently claimed travel rates and allowances:**

**Business Kilometre (Km) Rate (July 1, 2008)**

- ▣ 50.5 ¢ per kilometre – for all business travel throughout the province when an employee uses a private motor vehicle.

**Other Uses of Private Vehicle (July 1, 2008)**

- ▣ 16.5 ¢ per kilometre for other use of private vehicle.

**Vehicle Allowances (July 1, 2008)**

- ▣ Daily car allowance of \$10.25
- ▣ Adverse driving condition allowance of \$8.55

**Meal Allowances (no receipts required) (May 1, 2008)**

- ▣ Breakfast                 \$9.20
- ▣ Lunch                     \$11.60
- ▣ Dinner                    \$20.75

NOTE: Meal allowances include gratuity and GST; therefore, these may not be claimed when meal allowances are claimed.

**Personal Expense Allowance (for each full 24-hour period on travel status)  
(May 1, 2008)**

- ▣ In Canada                 \$7.35
- ▣ Outside Canada         \$14.65

**Overtime Meals (May 1, 2008)**

- ▣ Purchase of a meal during or immediately following completion of an authorized overtime period greater than 2 hours beyond the normal daily hours – up to \$10.35 (receipt required).

**Accommodation Expenses (May 1, 2008)**

- ▣ Private accommodation; no receipts required – \$ 20.15 per night, or
- ▣ Actual accommodation costs; receipt required – please request Government rate.

To view all of the rates and allowances, the Public Service Subsistence, Travel and Moving Expenses Regulation can be found at the CHR website at:

<http://www.chr.alberta.ca/Employees/?file=legreg/travel/titlepage&cf=140>

and the Directives are located at:

<http://www.chr.alberta.ca/Employees/?file=directives/travel/titlepage&cf=140>