

# YK1 DUTY TRAVEL RATES

Effective: April 1, 2025

Per the NWTTA-GNWT Collective Agreement Reference: Article B4 - Duty Travel

This sheet details rates for periods of Duty Travel up to 15 calendar days.  
For Duty Travel over 15 calendar days and more detailed information refer to Article B4

Expense Claims must be submitted within ten (10) days of completing the trip.

## Accommodation

**Commercial Accommodation** may be reimbursed for actual costs of authorized accommodation at the government rate).

**Non-Commercial Accommodation** may be claimed at a rate of \$50 per night when the employee makes private arrangements for overnight accommodation.

## Per Diem Rates (meals & incidentals)

The employee may not claim for any meals provided at no cost to the employee (i.e. provided as a part of the conference/course).

Daily Per Diem Rates			
Breakfast	Lunch	Dinner	Incidentals
\$30.50/day	\$37.00/day	\$79.20/day	\$17.50/day

## Travel by Personal Vehicle (must be pre-authorized)

Transportation by Personal Vehicle (requires a Km log)	
If for employer rather than individual's convenience	If for individual rather than employer's convenience
\$0.72/kilometer	\$0.36/kilometer

## Taxi Fare

A taxi receipt is not required to claim for one way ground transportation that is less than \$12.00. Any fare over \$12.00 requires a receipt for reimbursement.