

# Milgaard Inquiry - Witness Expense Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_

**If travelling from outside of Saskatoon, please complete the following:**

Travel from Home:  
 Date/Time of Departure: \_\_\_\_\_  
 Location: \_\_\_\_\_

Arrival to Saskatoon  
 Date/Time of Arrival: \_\_\_\_\_

Return Home:  
 Date/Time of Arrival: \_\_\_\_\_

Date	Meals	Witness Fees	Travel				Lodging	Total
			Airfare	Taxi	Mileage	Parking		
					_____ km x \$0.3888 = \$ _____			
					_____ km x \$0.3888 = \$ _____			
					_____ km x \$0.3888 = \$ _____			
					_____ km x \$0.3888 = \$ _____			
					_____ km x \$0.3888 = \$ _____			
<b>TOTAL</b>								

I hereby certify that the above expenditures were incurred during the Milgaard Inquiry:

Approved:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candace Congram, Executive Director

\_\_\_\_\_  
Date

## Guidelines:

### **Meals:**

Breakfast \$10.00 (no claim may be made if departure is later than 7:30 a.m. or return is earlier than 8:30 a.m.)  
Lunch \$15.00 (no claim may be made if departure is later than 11:30 a.m. or return is earlier than 12:30 p.m.)  
Supper \$25.00 (no claim may be made if departure is later than 5:30 p.m. or return is earlier than 6:30 p.m.)  
Per diem \$50.00 (full day rate)

### **Lodging:**

Reasonable and actual hotel expenses. Room and parking only. Receipts required.

Or, if staying in a private residence, \$30.00 per night will be paid. Receipts are not required.

### **Airfare:**

Copy of ticket or itinerary and proof of payment (cheque stub, credit card slip/statement, etc) must be attached.

### **Mileage:**

Minimum allowance of \$5.00 per day or the approved kilometre rate (listed on form) - whichever is greater.

### **Taxi:**

Receipts required.

### **Parking:**

Receipts for actual paid parking or a maximum of \$4.00 per day for metered parking.