

# Immigration Tariffs Cheat Sheet

September 24, 2025



## Immigration Tariffs Cheat Sheet

Greyed-out items can only be billed in exceptional circumstances. The rates below are subject to change. Refer to Tariff policy online, along with the Travel and Disbursement guideline for current rates. For feedback or any clarification, please email [taxation@legalaid.ab.ca](mailto:taxation@legalaid.ab.ca).


Type	Tariff Item	Description	Amount	Receipt Required	Maximum	Comments
Ordinary	16.01	Immigration Certificate	\$125.00/hour	No	<ul style="list-style-type: none"> <li>➤ Admissibility hearings (3 hours)</li> <li>➤ Detention Reviews (3 hours) – first appearance only</li> <li>➤ Removal Appeals due to criminality (10 hours)</li> <li>➤ Refugee Claims (12 hours)</li> <li>➤ Refugee Appeals (25 hours)</li> <li>➤ Judicial Reviews of refugee decisions from RPD and RAD (25 hours)</li> </ul>	Maximum number of hours allowable will be indicated on certificate as a condition. Two hours (2) is given for each additional family member.
Ordinary	16.02	Opinion Certificate	\$125.00/hour	No	2 hours <i>*NOTE: Immigration opinion certificates are only issued for Removal appeals, Refugee Appeals, and Judicial Reviews</i>	Maximum number of hours allowable will be indicated on certificate as a condition.
Ordinary	17.01	Administrative File Fees	\$50.00	No	Available to be charged on all full-representation certificates. This is a one time only charge.	<i>File Opening Fee and File Closing Fee are not available for</i>



Type	Tariff Item	Description	Amount	Receipt Required	Maximum	Comments
						<i>immigration certificates.</i>
<i>Ordinary</i>	<i>17.02</i>	<i>Kilometrage</i>	<i>Actual Cost</i>	<i>No</i>	<i>See Legal Aid Alberta Travel Calculation Method</i>	<i>\$0.83/km and subject to LAA Policy. Only on certificates where travel required and out of town for appearance.</i>
<i>Ordinary</i>	<i>17.03</i>	<i>Meal: Breakfast</i>	<i>\$9.20</i>	<i>No</i>	<i>When applicable, will be paid in accordance with the per diem rate in place at the time of certificate issuance.</i>	<i>Only on certificates where travel is required. Refer to current travel and disbursement guidelines for roster lawyers for more information.</i>
<i>Ordinary</i>	<i>17.04</i>	<i>Meal: Lunch</i>	<i>\$11.60</i>	<i>No</i>	<i>When applicable, will be paid in accordance with the per diem rate in place at the time of certificate issuance.</i>	<i>Only on certificates where travel is required. Refer to current travel and disbursement guidelines for</i>



Type	Tariff Item	Description	Amount	Receipt Required	Maximum	Comments
						<i>roster lawyers for more information.</i>
Ordinary	17.05	Meal: Dinner	\$20.75	No	<i>When applicable, will be paid in accordance with the per diem rate in place at the time of certificate issuance.</i>	<i>Only on certificates where travel is required. Refer to current travel and disbursement guidelines for roster lawyers for more information.</i>
Ordinary	17.06	Accommodation	Actual Cost	Yes	<i>Counsel should remember that LAA clients are individuals of modest financial means and ensure that all expenses incurred are reasonable. Actual/reasonable expenses can be claimed with the receipt attached.</i>	<i>Only on certificates where travel is required. Refer to current travel and disbursement guidelines for roster lawyers for more information.</i>
Ordinary	17.07	Airfare and Other Transportation	Actual Cost	Yes	<i>Counsel should remember that LAA clients are individuals of modest financial means and ensure that all</i>	<i>Only on certificates where travel is</i>



Type	Tariff Item	Description	Amount	Receipt Required	Maximum	Comments
					<i>expenses incurred are reasonable. Actual/reasonable expenses can be claimed with the receipt attached.</i>	<i>required. Refer to current travel and disbursement guidelines for roster lawyers for more information.</i>
Ordinary	17.08	Process Servers	Actual Cost	Yes		\$500.00 max; can request additional
Ordinary	17.09	Conduct Money for Ordinary Witnesses	Actual Cost As Per Alberta Rules of Court	Yes	<i>Witnesses must reside within 300 kms of the place of trial. A maximum of five witnesses are allowed under this item.</i>	<i>If these criteria are not met, prior approval must be sought under Tariff item 18.05.</i>
Ordinary	17.12	Transcripts - Other	Actual cost	Yes	Any transcripts ordered on the regular 30-day turnaround can be invoiced under this item.	Expedited transcripts can be requested under Tariff item 18.07 if required.
Ordinary	17.13A	Photocopies per page	\$0.10 per page or Actual cost	No		
Ordinary	17.13B	Photocopies done by Outside Agency	Actual Cost	Yes	Counsel may also bill for actual cost paid to an outside agency.	Including outside agency printing.



Type	Tariff Item	Description	Amount	Receipt Required	Maximum	Comments
Ordinary	17.14	Medical Reports	Actual cost	Yes	Maximum allowed is \$250.00	Prior approval must be sought for expenses more than \$250.00 under Tariff item 18.06.
Ordinary	17.15	Court Searches	Actual cost	Yes	Maximum allowed is \$150.00.	Prior approval must be sought for expenses more than \$150.00 under Tariff item 18.06.
Ordinary	17.16	Courier and Runner Services	Actual cost	Yes		
Ordinary	17.17	Translation and Interpretation Expenses	Actual cost	Yes	On Immigration Certificates only, ordinary disbursement includes translation and interpretation expenses up to \$2000.00.	The IRB provides its own interpreters for its hearings.



Extra Tariff Items						
Type	Tariff Item	Description	Amount	Receipt Required	Maximum	Comments
Special	15.02	Additional hours – Requires approval IN ADVANCE	\$125.00/hour		Maximum hours as authorized	Request authorization before spending more hours
Special	18.01	Experts	Per Hourly Rate. See table at para 3.23 in Admin Policy 5	Yes	Special disbursement requires prior approval	Request authorization before engaging the service
Special	18.06	Maps, Models, Records or Statements	Actual Cost	Yes		
Special	18.07	Expedited Transcripts and Transcription Services	Actual Cost	Yes		
Special	18.08	Translation and Interpretation Expenses (over \$2000)	As authorized			



Legal Aid Alberta

