



**National
Joint Council
of the
Public Service
of Canada**

**Conseil
national mixte
de la
fonction publique
du Canada**

NJC-GTC INFORMATION SESSION REVISED GOVERNMENT TRAVEL DIRECTIVE (2008) QUESTIONS AND ANSWERS

May 12, 2008

GENERAL

Q1. What steps should be taken when travelling on government business?

A1. Preparation is prevention! Travellers should approach travel preparations with three distinct stages in mind: pre-travel status, while in travel status, and post-travel status.

a) pre-travel status:

- review thoroughly the applicable Travel Directive Module, related Appendices, and other pertinent provisions of the directive;
- ensure consultation between the employee and delegated authorizing manager(s),
- complete and finalize a signed Travel Authority and Advance Form or Blanket Travel Authority,
- consult other Travel Directive related publications and information such as but not limited to; Public Works and Government Services Canada (PWGSC) Shared Travel Services Initiative website for American Express Designated Travel Card Insurance Certifications, Travel AcXess Voyage reservations, PWGSC Accommodation and Car Rental Directory rates and Standing Offer explanatory notes (vehicle rentals, insurance, etc.),
- verify your complete and accurate information in your "Traveller Profile" for special needs, meals, service animals, disabilities, etc.
- consult Foreign Affairs and International Trade Canada Travel Reports and Warnings <http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp> (by country) for safety and security information, health risks/inoculations, currencies accepted, visa requirements, etc,
- ensure you have all necessary contact names and numbers with your travel documents,
- refer to Passport Canada, website information (for the appropriate passport), and
- review the Canadian Transportation Agency website for accessible transportation information.

b) while in travel status:

- communicate with American Express Travel AcXess Voyage for assistance with problems with tickets / public carriers, flight changes, delays, cancellations, etc.,
- obtain and retain detailed receipts for all travel expenses (which may be required for the travel expense claim),
- advise PWGSC staff responsible for the Accommodation and Car Rental Directory of any problems / issues with hotel properties and/or car rentals and/or your Designated Departmental Travel Co-ordinator, and/or your departmental manager.

c) post-travel status:

- advise PWGSC staff responsible for the Accommodation and Car Rental Directory of any problems / issues with hotel properties and/or car rentals and/or your Designated Departmental Travel Co-ordinator, and/or your departmental manager.
- discuss with your delegated manager(s) any issues/problems encountered during travel status,
- prepare your travel expense claim, in chronological order, with supporting receipts and written explanations as required to avoid reimbursement delays.
- submit your travel expense claim as soon as possible.

(Reference: Travel Directive, all articles, Modules and Appendices http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/menu-travel-voyage_e.asp, Public Works and Government Services Canada Shared Travel Services Initiative website / portal, American Express Designated Travel Card information / insurance certificates (intranet only) https://travel-voyage.gc.ca/stsi.portal?nfpb=true&windowLabel=stsi_welcome_portlet&cuid=0_5&pageLabel=landing_page&language=en&title=lbl.welcome.title&nfls=false, PWGSC Accommodation and Car Rental Directory http://www.hcrd.gts.gc.ca/ehcd_e.htm, Foreign Affairs and International Trade Canada website – Travel Reports and Warnings <http://www.international.gc.ca/index.aspx>, Passport Canada website <http://www.passport.gc.ca/index.aspx?lang=eng>, and the Canadian Transportation Agency website for accessible transportation information; air, rail and marine)) http://www.cta-otc.gc.ca/index_e.html.)

Q2. What new travel expense provisions and clarifications are found in the 2008 Travel Directive?

A2. Travel Directive Modules have been updated to include various mandatory travel industry fees/surcharges (e.g. Automated Banking Machine usage, government travel card usage, credit/debit card usage, financial institution foreign currency transaction commission(s), traveller's cheques acquisition; and cheque-cashing fees, new entry documents (CanPass / NEXUS), safety deposit box, multiple transportation related fees; seat selection fee for commercial, private and/or chartered carriers, airport improvement fees and airport departure taxes (not otherwise prepaid), public carrier change fee for legitimate authorized official government purposes and miscellaneous charge order (excess baggage/weight fee).
In addition, certain existing provisions have been extended to other Modules (e.g., bottled water, currency exchange and dependant care are now included in Module 1).

(Reference: Travel Directive, Additional business expenses – articles 3.1.2 and 3.2.2, Bottled water – articles 3.1.3, and 3.2.3, Currency exchange – articles 3.1.4 and 3.2.4, Dependant care – article 3.1.5 (overnight accommodation used), and Transportation – articles 3.1.11, 3.2.11, 3.3.11, 3.4.11, etc.).

Q3. To whom does the Travel Directive apply?

A3. The Travel Directive applies to public service employees, exempt staff and other persons travelling on government business including training.

(Reference: Travel Directive General, Application and National Joint Council (NJC) By-Laws, Application <http://www.njc-cnm.gc.ca/doc.php?sid=28&lang=en#7>).

Q4. An employee confined to a wheelchair must travel by plane to a travel location. What should occur when planning the travel arrangements for this employee?

A4. When planning travel arrangements, during the employee / manager consultation process, the employee should self-identify and then the employer/suppliers have the obligation to accommodate needs to the point of undue hardship. In addition to the Travel Directive and the Public Works and Government Services Canada Shared Travel Services Initiative American Express Travel AcXess Voyage "Traveller Profile", employees should consult the Canadian Transportation Agency regarding accessible transportation.

(Reference: Travel Directive Part I – Administration, Responsibilities – articles 1.5.1 (c), (iii), 1.5.2 (c) and 1.5.3, PWGSC Shared Travel Services American Express "Traveller Profile" (intranet only) https://travel-voyage.gc.ca/stsi.portal?nfpb=true&windowLabel=stsi_welcome_portlet&cuid=0_5&pageLabel=landing_page&language=en&title=lbl.welcome.title&nfls=false, and the Canadian Transportation Agency http://www.cta-otc.gc.ca/index_e.html specifically the Accessible Transportation – Air, Rail, Marine advice http://www.cta-otc.gc.ca/access/index_e.html).

WORKPLACE CHANGE (applies within the headquarters area only)

Q5. If my workplace is changed, what are my entitlements?

A5. You must first establish if the change is permanent or temporary, and then determine the distance, timeframe and duration of the change (Note: If the change is permanent, the NJC Relocation Directive may apply). If the change is temporary, you must determine if the new workplace is outside or within your headquarters area. The headquarters area spans an area of 16 kilometres from the assigned workplace using the most direct, safe and practical road. If the temporary workplace is outside your headquarters area, you are in travel status from the time you leave for work until the time you arrive home.

If the temporary workplace is within your headquarters area, you are in travel status if you have been assigned to the temporary workplace for a period of less than 30 days (1.9.1). You are also in travel status if you have been assigned to the temporary workplace for a period of 30 days or more and were not notified in writing, 30 days in advance, of the change. (1.9.2) (Note: In this situation you are entitled to the Travel Directive for the first 60 days only).

If the temporary workplace is within your headquarters area, and the conditions of articles 1.9.1 and 1.9.2 are not met (in other words, your assignment is for a period longer than 30 days and you were notified in writing more than 30 days in advance of the change), there are 2 options:

- 1) You will be provided with transportation to the temporary workplace; or
- 2) You will receive transportation costs (kilometric rate) for the distance between home and the temporary workplace, or the distance between the permanent workplace and the temporary workplace, whichever is less.

(Reference: Travel Directive Part I - Administration, Workplace change (applies within the headquarters area only) – articles 1.9.1 through 1.9.3).

DEPENDANTS

Q6. When can a dependant be reimbursed for travelling to an employee's assigned work location?

A6. As an alternative to the employee travelling home, on weekends, a dependant can be reimbursed for travel to the employee's assigned work location when there is no additional cost to the employer.

(Reference: Travel Directive Module 3, in Canada and USA 3.3.13 (b) and Module 4, international 3.4.13 (b)).

(Note: The insurance coverage is the responsibility of the employee for the travel of dependants).

Q7. When travelling within the headquarters area, are dependant care expenses reimbursable?

A7. No, if you are travelling inside your headquarters area, without an overnight stay, however the response is yes, if you are travelling inside the headquarters area and using accommodation overnight. Yes, if you are travelling outside the headquarters area.

(Reference: Travel Directive Dependant Definition and Dependant care – articles 3.1.5, 3.2.5, 3.3.5 and 3.4.5).

MEALS

Q8. What are the conditions for a meal to be paid while working within the headquarters area but outside of the regular workplace?

A8. When working through normal meal hours, determine what authority applies and the circumstances of each individual case;

- a) the Collective Agreement (overtime meal), or
- b) the Treasury Board Hospitality Policy (meal provided), or
- c) the Travel Directive (meal is provided, hence meal is prepaid), or
- d) the Travel Directive in situations when the employee is in travel status within headquarters area and meets one of the conditions cited in the Travel Directive, under article 3.1.9, which requires approval and a receipt, for reimbursement up to the maximum applicable meal allowance in Appendix C or D, or
- e) none of the above apply, hence no meal is claimable/reimbursable.

(Reference: Travel Directive Module 1, Meals – articles 3.1.9 (a) to (f)).

Q9. How is an entitlement to a meal determined? For example, until what time in the morning can an employee claim a breakfast expense?

A9. An employee can claim a meal if s/he is in travel status at the time at which the meal would usually be taken or at the time at which it would be reasonable to have a meal.

(Reference: Module 1, article 3.1.9 or Module 2, article 3.2.9).

COMMUNICATIONS

Q10. Are telephone calls reimbursable while travelling outside the headquarters area within Canada and USA?

A10. Personal calls are included and factored into the incidental expense allowance; however, business calls are reimbursed with receipts. In addition, some situations may have specific entitlements for additional personal calls, as outlined in Part IV of the directive (e.g. itinerary change, illness/accident/injury, and/or an emergency).

(Reference: Travel Directive General, Definitions, Incidental Expense Allowance, Module 3, Travel in Canada and Continental USA, Overnight stay – Home communication articles 3.3.6 and 3.3.2 and Part IV, articles 5.2, 5.2.5, and 5.2.7)

Q11. What is the exception to home communications being reimbursed within Canada and USA other than through incidentals?

A11. One 10-minute call when traveling onboard a vessel or one 10-minute call over each contiguous three-day period away from home when traveling outside Canada or the continental USA.

A11. The equivalent of one 10 minute call over each contiguous three-day period when traveling on board a vessel.

(Reference: Travel Directive Part IV Special Travel Circumstances, article 4.2 Ships Officers / Ships Crews, article 4.2.8).

Q12. What is the entitlement for telephone calls home while travelling overseas?

A12. Over a three-day period, the equivalent of one 10-minute telephone call home, however this Home communication provision may be used by the employee in a manner that meets their requirements (e.g. a 9 day international trip equates to a total of 30 minutes, 3 x 10 minutes, which may be used in any manner / telephone call duration, provided that the limit is not exceeded). In addition, some situations may have specific entitlements for additional personal calls, as outlined in Part IV of the directive (e.g. itinerary change, illness/accident/injury, and/or an emergency).

(Reference: Travel Directive, Home communication – article 3.4.6 and Part IV, articles 5.2, 5.2.5, and 5.2.7).

TRANSPORTATION

Q13. When can business class be authorized for air travel?

A13. Business/executive class is permitted when international air travel exceeds 9 continuous hours. Continuous air travel begins at the scheduled departure time and ends at the scheduled arrival time at destination or at an overnight stop, and includes time spent waiting in the airport for connections.

(Reference: Travel Directive, Transportation– article 3.4.11 (a)). Refer also to the example charts included with Q&A # 15 below.

Q14. What is the standard rail travel class allowed?

A14. The standard for rail travel is the next highest class after the full economy class (e.g. in Canada = VIA 1).

(Reference: Travel Directive, Transportation – articles 3.2.11, 3.3.11 and 3.4.11 (a)).

Q15. What is the difference between the calculations for “rest period” and continuous travel used to determine the airfare class of passage?

A15. Refer to the example charts below.

(Reference: Travel Directive, Rest periods – articles 3.3.10 and 3.4.10 and Transportation (airfare class) – articles 3.2.11 (a), 3.3.11 (a) and 3.4.11 (a)).

2008 Travel Directive (Effective April 1, 2008)

Module 3 - Travel in Canada and Continental USA - Overnight Stay

Example 1: Halifax - Ottawa - Edmonton- Rest Period / Travelling Time versus Airfare Entitlement

Description of Travel	Calculation for Rest Period	Calculation for Airfare Class Entitlement	
Employee departs from home to airport by private motor vehicle Employee at airport check-in line / airline counter for flights Employee passes through Airport Security Screening Pre-boarding waiting period	ESTIMATED ELAPSED TIME 15 minutes 45 minutes 40 minutes 20 minutes	ESTIMATED ELAPSED TIME N/A N/A N/A N/A	
Flight 1: Halifax to Ottawa (scheduled departure time) Arrive: Ottawa Connecting flight waiting period in airport terminal Flight 2: Ottawa to Edmonton (one stop in Toronto for more passengers, remain on board same aircraft) Arrive: Edmonton Airport (scheduled arrival time)	2 hours 30 minutes see itinerary 2 hours 5 hours 30 minutes see itinerary	2 hours 30 minutes see itinerary 2 hours 5 hours 30 minutes see itinerary	Economy Class All Segments - Travel Within Canada
Acquire Baggage Transportation to Hotel Arrive / Check into Hotel	30 minutes 45 minutes N/A	N/A N/A N/A	
TOTALESTIMATED ELAPSED TIME	13 HOURS 15 MIN. TOTAL	10 HOURS TOTAL	
Module 3 - 3.3.10 Rest Periods Module 3- 3.3.11 Transportation	Yes - greater than 9 hours ---	--- ---	

2008 Travel Directive (Effective April 1, 2008)

Module 4 - International Travel

Example 2: Montréal - Paris, Rest Period / Travelling Time versus Airfare Class Entitlement

Description of Travel	Travelling Time for Rest Period	Airfare Class Entitlement	
	ESTIMATED ELAPSED TIME	ESTIMATED ELAPSED TIME	
Employee departs from home to airport by private motor vehicle	15 minutes	N/A	
Employee at airport check-in line / airline counter for flights	45 minutes	N/A	
Employee passes through Security Screening	20 minutes	N/A	
Pre-boarding waiting period	40 minutes	N/A	
Flight 1: Montréal-Trudeau Airport to Paris (scheduled departure time)	see Itinerary	START TIME	Economy Entitlement All Segments (continuous travel is less than 9 hours)
Arrive: Paris, France	7 Hours 50 Minutes	7 Hours 50 Minutes	
	see itinerary	END TIME	
Acquire Baggage	30 minutes	N/A	Module 4; article 3.4.11 Transportation, (a) Commercial; The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible.
Customs and Immigration Clearance	45 minutes	N/A	
Transportation to Hotel	45 minutes	N/A	
Arrive / Check into Hotel	N/A	N/A	
TOTAL ESTIMATED ELAPSED TIME	11 HOURS 50 MIN. TOTAL	7 HOURS 50 MIN. TOTAL	
Module 4 - 3.4.10 Rest Periods	Yes - greater than 9 hours	---	
Module 4 - 3.4.11 Transportation	---	Economy - less than 9 hours	

2008 Travel Directive (Effective April 1, 2008)

Module 4 - International Travel

Example 3: Montréal - Paris - Dakar, Senegal - Rest Period / Travelling Time versus Airfare Class Entitlement

Description of Travel	Calculation for Rest Period	Calculation for Airfare Class Entitlement	
Employee departs from home to airport by private motor vehicle Employee at airport check-in line / airline counter for flights Employee passes through Security Screening Pre-boarding waiting period	ESTIMATED ELAPSED TIME 15 minutes 45 minutes 20 minutes 40 minutes see itinerary	ESTIMATED ELAPSED TIME N/A N/A N/A N/A	
Flight 1: Montréal-Trudeau Airport to Paris (scheduled departure time) Arrive: Paris, France (scheduled arrival time)	7 Hours 50 Minutes END TIME - LAYOVER	START TIME 7 Hours 50 Minutes END TIME - LAYOVER	Economy Entitlement All Segments (continuous travel is less than 9 hours)
TOTAL ESTIMATED ELAPSED TIME	9 HOURS 50 MIN. TOTAL	7 HOURS 50 MIN. TOTAL	Clock restarts at zero for next flight
Layover: Paris (6:30 AM - 4:30 PM) Airport Hotel - Day Room	REST PERIOD - 8 Hours	REST PERIOD - 8 Hours	
Depart Airport Hotel for Airport Departure Terminal Employee check-in line /airline counter for flights Employee passes through Security Screening Pre-boarding waiting period	START TIME - 15 minutes 30 minutes 45 minutes 45 minutes	N/A N/A N/A N/A	
Flight 2: Paris to Dakar, Senegal (scheduled departure time) Arrive: Dakar, Senegal (scheduled arrival time)	5 Hours see Itinerary	5 hours END TIME	Economy Entitlement All Segments (continuous travel is less than 9 hours)
Acquire Baggage Customs and Immigration Clearance Transportation to Hotel Arrive / Check into Hotel	30 minutes 45 minutes 45 minutes N/A	N/A N/A N/A N/A	Module 4; article 3.4.11 Transportation, (a) Commercial; The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible.
TOTAL ELAPSED TIME	9 HOURS 15 MIN. TOTAL	5 HOURS 0 MIN. TOTAL	
Module 4 - 3.4.10 Rest Periods	Yes - greater than 9 hours	---	
Module 4 - 3.4.11 Transportation	---	Economy - less than 9 hours	

2008 Travel Directive (Effective April 1, 2008)

Module 4 - International Travel

Example 4: Montréal - Paris - Dakar, Senegal - Rest Period / Travelling Time versus Airfare Class Entitlement

Description of Travel	Calculation for Rest Period	Calculation for Airfare Class Entitlement	
Employee departs from home to airport by private motor vehicle Employee at airport check-in line / airline counter for flights Employee passes through Security Screening Pre-boarding waiting period	ESTIMATED ELAPSED TIME 15 minutes 45 minutes 20 minutes 40 minutes	ESTIMATED ELAPSED TIME N/A N/A N/A N/A	
Flight 1: Montréal-Trudeau Airport to Paris (scheduled departure time) Arrive: Paris, France (scheduled arrival time) Connection; Waiting within Airport Departure Terminal Flight 2: Paris to Dakar, Senegal (scheduled departure time) Arrive: Dakar, Senegal (scheduled arrival time)	see itinerary 7 Hours 50 Minutes see itinerary 3 hours 5 Hours see Itinerary	see itinerary 7 Hours 50 Minutes see itinerary 3 Hours 5 hours see itinerary	Business Class Entitlement All Segments (continuous travel is more than 9 hours)
Acquire Baggage Customs and Immigration Clearance Transportation to Hotel Arrive / Check into Hotel	30 minutes 45 minutes 45 minutes N/A	N/A N/A N/A N/A	Module 4; article 3.4.11 Transportation, (a) Commercial; Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous travel starts at the scheduled departure time, and ends with the arrival at destination or with an overnight stop or layover equivalent to an overnight stop.
TOTAL ESTIMATED ELAPSED TIME	20 HOURS 50 MIN. TOTAL	15 HOURS 50 MIN. TOTAL	
Module 4 - 3.4.10 Rest Periods Module 4 - 3.4.11 Transportation	Yes - greater than 9 hours ---	--- Business - more than 9 hours	

2008 Travel Directive (Effective April 1, 2008)

Module 4 - International Travel

Example 5: Ottawa - Montréal - Paris, Rest Period / Travelling Time versus Airfare Class Entitlement

Description of Travel	Calculation for Rest Period	Calculation for Airfare Class Entitlement	
Employee departs from home to Ottawa Train Station (OR intercity bus) Employee checks-in / Checks baggage at Ottawa Train Station Departs Ottawa for Montreal Airport, Montreal, Quebec, VIA AIRLINE SHUTTLE BUS Employee arrives Montreal Airport, Montreal Employee passes through airport Security Screening Pre-boarding waiting period	ESTIMATED ELAPSED TIME 25 minutes 15 minutes 2 Hours N/A 20 minutes 40 minutes	ESTIMATED ELAPSED TIME N/A N/A N/A N/A N/A	
Flight 1: Montréal-Trudeau Airport to Paris (scheduled departure time) Arrive: Paris, France	see Itinerary 7 Hours 50 Minutes see itinerary	START TIME 7 Hours 50 Minutes END TIME	Economy Entitlement All Segments (continuous travel is less than 9 hours)
Acquire Baggage Customs and Immigration Clearance Transportation to Hotel Arrive / Check into Hotel	30 minutes 45 minutes 45 minutes N/A	N/A N/A N/A N/A	Module 4; article 3.4.11 Transportation, (a) Commercial; The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible.
TOTAL ESTIMATED ELAPSED TIME	13 HOURS 30 MIN. TOTAL	7 HOURS 50 MIN. TOTAL	
Module 4 - 3.4.10 Rest Periods Module 4 - 3.4.11 Transportation	Yes - greater than 9 hours ---	--- Economy - less than 9 hours	

Q16. Are taxi costs reimbursable between the travel duty workplace and private residence when an employee opts to stay in private accommodation?

A16. Yes, if cost effective. Cost effectiveness is determined by comparing the total cost of accommodation and transportation in the private non-commercial accommodation with available commercial or government and institutional accommodation and the associated transportation costs. For example, a traveller is residing with a relative while on travel status and taking a taxi to and from the travel work location. The cost of staying with the relative, plus the taxi fare, is less than the cost of staying in a hotel closer to the travel work location plus the taxi fare to and from this location and the hotel. As the private accommodation arrangement is more cost effective, it should be authorized. Had the costs associated with the private accommodation arrangement been higher than the costs associated with staying in a hotel, then the employee bears the transportation costs (this should form part of the pre-travel discussion between employee and manager).

(Reference: Travel Directive Module 4 – articles 3.3.1 and 3.4.1).

Q17. Is the tip I give a taxi driver included in my daily incidental rate?

A17. No, the tip you give a taxi driver should be included on the taxi receipt; it does not come out of your daily incidental entitlement.

(Reference: Travel Directive Transportation articles 3.1.11, 3.2.11, 3.3.11 and 3.4.11 (a) Commercial).

Q18. What constitutes a reasonable taxi tip to be included in the reimbursable tax claim?

A18. Taxi tip amounts may vary and what is reasonable will be considered on a case-by-case basis. Factors to be considered may include the geographic location of travel, the number of bags, and the number of dependents travelling with the traveller, the currency of the location, and/or the extent of additional assistance provided by the taxi driver.

(Reference: Travel Directive Transportation articles 1.5.3, 3.1.11, 3.2.11, 3.3.11 and 3.4.11 (a) Commercial).

INCIDENTALS

Q19. How are incidentals calculated, for foreign countries/locations where no meal allowance amount has been determined for breakfast, lunch and/or dinner in a foreign currency?

A19. The 2008 Travel Directive Appendix D, Allowances – Module 4 lists the meal and incidental allowance amounts applicable for an exhaustive list of foreign countries. In some cases, a meal allowance amount is not specified; for example, in Andorra/Andorra la Vella. In that case, the incidental allowance amount has been changed to a fixed amount, which is the incidental allowance set for Canada, specifically \$17.30 Canadian (as indicated in Appendix C). Meal allowances in Andorra/Andorra la Vella are based on receipts (breakfast, lunch and dinner), in Euros, however the incidental allowance is the new fixed rate of \$17.30 Canadian.

(Reference: Travel Directive, Module 4, Appendix D, new explanatory note (d), and throughout Appendix D refer to several countries/locations indicating a receipt (*) for all three meals (note meal allowance currency), while the incidental allowance amount is fixed at \$17.30 Canadian).

Q20. What are the meals and incidentals entitlements when on travel status for 75 days?

Example 1:

IN THE SAME LOCATION FOR 75 DAYS		
Day 1 to 30	Day 31 to 74	Day 75 – travel home
100% applicable M & I	100% applicable M & I – no corporate accommodation* available	100% applicable M & I
	75% applicable M & I – corporate accommodation* available	
	75% applicable M & I – private accommodation occupied	

* Corporate accommodation includes full kitchen facilities.

Example 2:

Never more than 30 consecutive calendar days at the same location (e.g. you work in 10 different cities during that period).
100% applicable M & I

(Reference: General, Definitions, Accommodation; Module 3; Accommodation 3.3.1, Incidentals 3.3.7, Meals 3.3.9 and Appendix "C", or Module 4; Accommodation 3.4.1, Incidentals 3.4.7, Meals 3.4.9 and Appendix "D").

Q21. While on travel status for a period of 14 days, what is reimbursable for meals, incidentals and accommodation when a traveller is staying in their private cottage near the travel location?

A21. The cottage is deemed private accommodation. Reimbursement is \$50.00 Canadian (in Canada) for 13 nights, plus applicable meals and incidentals for 14 days.

(Reference: Travel Directive General, Definitions, Private non-commercial accommodation, Module 3; Accommodation 3.3.1, Incidentals 3.3.7, Meals 3.3.9 and Appendix "C", or Module 4; Accommodation 3.4.1, Incidentals 3.4.7, Meals, 3.4.9 and Appendix "D").

Q22. What are the rates paid for meal and incidental allowances while travelling in Canada?

A22. The rates for both meal and incidental allowances vary based on the assigned work location. The meal rates also vary based on the type of meal (i.e. breakfast, lunch, or dinner). The duration of travel also affects the rate of both allowances. The Directive provisions for accommodation, meals, incidentals and/or duration of travel status are different for Modules 1, 2 and 3.

For example, under Module 3, for travel periods of up to 30 consecutive calendar days the employee will receive the full rate. For periods of travel exceeding 30 consecutive calendar days, the employee will receive 75% of the rate starting on the 31st day of travel if staying in corporate accommodation in the same location.

(Reference: Travel Directive, Modules 1, 2 and 3 and Appendix "C".) (amended on Feb 22, 2010)

Q23. Are laundry costs reimbursable while travelling?

A23. Laundry costs are factored into your incidental expense allowance.

(Reference: Travel Directive General, Definitions – Incidental expense allowance (international), Incidental expense allowance – articles 3.1.7, 3.2.7, 3.3.7, and 3.4.7, and Appendix "D".)

Q24. Is bottled water reimbursable while travelling in Canada and/or the USA?

A24. Yes, bottled water is reimbursable in Canada and/or the USA, based on the cost of reasonable amounts of bottled water and supported by a receipt.

(Reference: Travel Directive Bottled water – articles 3.1.3, 3.2.3, 3.3.3, and 3.4.4).

Q25. When is an incidental expense allowance paid?

A25. An incidental expense allowance is paid for each day or part day an employee is in travel status. For example, if an employee leaves on a Tuesday at noon and returns on the following Friday at 1 pm, s/he is entitled to the incidental allowance x 4.

(Reference: Travel Directive articles 3.1.7 (overnight stay only), 3.3.7, and 3.4.7).

TRAVEL CARD

Q26. What insurance coverage is applicable if an employee uses the Designated Travel Card (DTC) or Designated Responsibility Centre Travel Card (DRCTC)?

A26. Current DTC and DRCTC insurance coverage/limitations/exclusions are outlined within the certificates listed below;

- \$500,000 Travel Accident Insurance for Government of Canada Travellers
- Lost or Stolen Baggage Insurance for Government of Canada Travellers
- Flight and Baggage Delay and Hotel/motel Burglary Insurance for Government of Canada Travellers
- Unexpected Return Home Insurance for Government of Canada Travellers
- Car Rental Theft and Damage Insurance and Car Rental Personal Effects Insurance for Government of Canada Travellers
- Car Rental Accidental Death & Dismemberment Insurance for Government of Canada Travellers

(Reference: Travel Directive, Part II – Insurance – Insurance plans and compensation – article 2.1 and Vehicle insurance – article 2.2, Vehicle Insurance – all insurance modules – articles 3.1.8, 3.2.8, 3.3.8 and 3.4.8, Appendix A - Insurance list and the Public Works and Government Services Canada Shared Travel Services Initiative website/portal – American Express Designated Travel Card insurance certificates/limitations/exclusions https://travel-voyage.gc.ca/stsi.portal?nfpb=true&windowLabel=stsi_welcome_portlet&cuid=0_5&pageLabel=landing_page&language=en&title=lbl.welcome.title&nfls=false).

Q27. Is the Designated Travel Card (DTC) mandatory?

A27. The DTC is not mandatory for represented employees.

(Reference: Travel Directive, Part I – Administration – articles 1.6.1, 1.7.1 and 1.7.2).

Q28. Do I need written authorization to travel?

A28. Yes. Consultation between the travelling employee and the appropriate manager(s) with delegated signing authority must occur prior to an employee entering travel status, resulting in a written pre-authorization (i.e. completed Travel Authority and Advance Form or alternatively a Blanket Travel Authority). There are exceptions to this general rule where post-authorization or verbal authorization may be required (e.g. emergency situations).

(Reference: Travel Directive, Part I – Authorization – article 1.1.2, Responsibilities – articles 1.5.1 (The employer shall,) and 1.5.2 (The traveller shall,) Travel forms – article 1.8, Blanket Travel Authority (refer to the new Definition) and details outlined in Appendix E).

Q29. I travel a lot in my job. Do I need to go to my manager for authorization to travel for each and every trip?

A29. That depends. If the nature of your travel is continuous or repetitive, with no variation in the specific terms and conditions of trips, it may be not be practical to obtain prior approval from your manager for each individual trip. In this case, the manager may pre-approve such travel through a blanket travel authority (BTA), which is a document signed by both the employee and the manager, that lists the conditions and limitations of the approval. Any trips that do not fall within the approved conditions (e.g travel to a location not covered by the BTA) will still need to be specifically approved prior to travel.

(Reference: Travel Directive Definitions “Blanket travel authority”, Responsibilities 1.5.1 and 1.5.2; Appendix E).

Q30. Can I use my Blanket Travel Authority as the authorization for a travel advance for each trip?

A30. No. Approval of a Blanket Travel Authority constitutes expenditure initiation authority under section 32 of the Financial Administration Act but does not represent section 34 approval, which is required for payment of an advance in the form of a Receiver General cheque or traveller's cheques. Accordingly, such travel advances cannot be paid solely on the basis of your Blanket Travel Authority and therefore must be approved individually. You can request an advance or you can use your Designated Travel Card to obtain a cash advance for each trip.

(Reference: Financial Administration Act (<http://laws.justice.gc.ca/en/F-11/index.html>) and Accountable Advances Regulations (<http://laws.justice.gc.ca/en/showtdm/cr/SOR-86-438>))

Q31. Under what circumstances can a travel advance be approved?

A31. This depends on the circumstances of each trip and individual employee needs. For instance, a day trip with no overnight stay may not require an advance. A longer trip however, involving an overnight stay, where the DTC is not accepted or an employee does not have one, may require an advance.

When an employee requests a travel advance the necessity for such an advance as well as the advance amount must be discussed and agreed to between the employee and his/her manager. Such a request will not be unreasonably denied.

(Reference: Travel Directive, Travel advances, articles 1.7.1 and 1.7.2).

Q32. If I choose to stay in a hotel do I have to stay in one listed in the Public Works and Government Services Canada (PWGSC) Accommodation and Car Rental Directory?

A32. Generally, yes. The Travel Directive requires employees to use government-approved suppliers, which include hotels listed within the Accommodation and Car Rental Directory (Directory), when and where these are available. The selection and approval of accommodation should occur during the pre-travel meeting between the traveller and the manager. Generally, accommodation should be selected from the “within” city rate limit listing in the Directory. Accommodation from the “above” city rate listing should only be selected when it is justified.

Justification could include the employee's special needs or a reduction in overall travel costs if other costs, such as taxis, are correspondingly reduced as a result of this choice. Hotels not listed in the Directory should only be chosen when there is a compelling reason to do so (e.g. no hotels listed for a particular location, or previous experience suggests that the only hotel listed poses safety concerns). All justifications must be documented and attached to the approved travel authority form.

(Reference: Travel Directive – articles 1.1.1, 1.6.1, 3.1.1, 3.3.1, and 3.4.1).

Q33. Am I responsible for my colleagues if I have an accident while driving with them, in my car, on authorized government travel?

A33. Yes. Employees should confirm with their insurance agent that they are adequately insured. Employees must ensure they are completely familiar with their personal motor vehicle insurance coverage for the purposes of driving to/from work, driving for business purposes, and/or carrying passengers. If supplementary business insurance is required, it will be reimbursed by the employer.

(Reference: Travel Directive, Part II – Insurance – articles 2.2.4 and 2.2.7).

RECEIPTS

Q34. Are receipts required for reimbursement of all travel expenses?

A34. Employees are strongly encouraged to obtain and retain detailed receipts for all expenses incurred during travel status. Although many travel expenses are reimbursable based on established published rates and/or allowances (such as the kilometric rates, most meal and incidental allowances, and private accommodation allowance), many travel expenses are only reimbursable based on receipts and/or an explanation, such as but not limited to: commercial accommodation, high meal costs, supplementary meals, meals requiring a receipt, bottled water (often on your meal receipt as your beverage), foreign currency exchange, additional business expenses such as Automated Banking Machines (ABMs), financial institution transaction fees/service charges, and transportation expenses).

(Reference: Travel Directive, General, Purpose and scope, Definitions (refer to Receipt), Receipts – article 1.4, Responsibilities – article 1.5.2 (d), Accommodation – articles 3.1.1, 3.2.1, 3.3.1, and 3.4.1, Additional business expenses – articles 3.1.2, 3.2.2, 3.3.2 and 3.4.2, Bottled water – articles 3.1.3, 3.2.3, 3.3.3 and 3.4.3, Currency exchange – articles 3.1.4, 3.2.4, 3.3.4, and 3.4.4, Dependant care – articles 3.1.5, 3.2.5, 3.3.5, and 3.4.5, Incidental expense allowance – article 3.4.7 and Appendix D (see exact country/location for * indicating a receipt is required), Vehicle insurance – articles 2.2, 3.1.8, 3.2.8, 3.3.8 and 3.4.8 and Appendix A – insurance list, Meals – articles 3.1.9, 3.2.9, 3.3.9, and 3.4.9 – supplementary meals, high meal costs and Appendix D (see exact country/location for * indicating a receipt is required), and Transportation – articles 3.1.11, 3.2.11, 3.3.11, 3.4.11, etc.).

Q35. If I am travelling on government business in a foreign country, and I receive a receipt in a currency other than Canadian dollars, but the currency is not identified on the receipt, what should I do?

A35. You should write the currency and country on the receipt yourself. It is best to check all international receipts for the currency immediately upon receipt, and add it yourself, if necessary.

(Reference: Travel Directive, Currency exchange, articles 3.1.4, 3.2.4, 3.3.4 and 3.4.4).

Q36. Where can I obtain more information on the Travel Directive and the provisions that affect travel status?

A36. The Travel Directive, rates and allowances are published on the internet for public access and are linked to the National Joint Council (NJC) web page. Employees who do not have internet access are entitled to consult a printed copy and should speak to their manager to find out where one can be found within their work environment.

Employees and managers are strongly encouraged to thoroughly review the Travel Directive and its Appendices, prior to leaving on government travel. It is important that employees and managers find answers to their travel questions/concerns prior to travel. In advance of finalizing the Travel Authority and Advance form or Blanket Travel Authority, employees must contact their manager, Designated Departmental Travel Co-ordinator (http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/dtc-cmv_e.asp), and/or union representative directly if they are unable to determine which Module/ provisions apply in their situation.

In addition, the NJC (www.njc-cnm.gc.ca) publishes Travel Directive related materials, such as: NJC Communiqués (e.g. the *NJC Guide to Rates and Allowances*, which outlines the methodology for calculating travel rates and allowances and Travel Directive kilometric rate Questions and Answers, etc.), various reports (e.g. the NJC Annual Report, the PHH Arval

kilometric rate reports; annual complete factors, plus three fuel update reports per calendar year), as well as NJC-Government Travel Committee grievance decisions.

(Reference: Travel Directive, the Treasury Board of Canada Secretariat travel web page: http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp, Designated Departmental Travel Co-ordinators: http://www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/dtc-cmv_e.asp and the NJC website www.njc-cnm.gc.ca.)