



# Travel Directive

**(Publié aussi en français sous le titre Directive sur les voyages)**

This Travel Directive was developed in partnership by employer and bargaining agent representatives at the National Joint Council. Its provisions form part of the collective agreements of the participating parties under the By-Laws of the National Joint Council. The provisions also apply to persons not covered by collective agreements as indicated in the Directive or by employer policy.

For more information on the National Joint Council, visit their web site at <http://www.njc-cnm.gc.ca>.

**Note:** You will require Internet capability to access the above site.

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### Principles

The following principles were developed jointly by the Bargaining Agents representatives and the Employer side representatives to the National Joint Council. These principles are the cornerstone of managing government business travel and shall guide all employees and managers in achieving fair, reasonable and modern travel practices across the public service.

**Trust** – increase the amount of discretion and latitude for employees and managers to act in a fair and reasonable manner.

**Flexibility** – create an environment where management decisions respect the duty to accommodate, best respond to employees’ needs and interests, and consider operational requirements in the determination of travel arrangements.

**Respect** – create a sensitive, supportive travel environment and processes which respect employees’ needs.

**Valuing people** – recognize employees in a professional manner while supporting employees, their families, their health and safety in the travel context.

**Transparency** – ensure consistent, fair and equitable application of the policy and its practices.

**Modern travel practices** – introduce travel management practices that support the principles and are in keeping with travel industry trends and realities; develop and implement an appropriate travel accountability framework and structure.

### General

#### ***Collective agreement***

This directive is deemed to be part of collective agreements between the parties to the National Joint Council, and employees are to be afforded ready access to this directive.

#### ***Grievance procedure***

In cases of alleged misinterpretation or misapplication arising out of this directive, the grievance procedure, for all represented employees within the meaning of the *Public Service Labour Relations Act*, will be in accordance with Section 14.0 of the *National Joint Council By-Laws*. For unrepresented employees the departmental grievance procedure applies. (revised April 1, 2005)

#### **Effective date**

This directive is effective on October 1, 2002.



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### Purpose and scope

The purpose of this directive is to ensure fair treatment of employees required to travel on government business consistent with the principles above. The provisions contained in this directive are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while travelling on government business and to ensure employees are not out-of-pocket. These provisions do not constitute income or other compensation that would open the way for personal gain.

### Application

This directive applies to Public Service employees, exempt staff and other persons travelling on government business, including training. It does not apply to those persons whose travel is governed by other authorities.

### Definitions

#### *Accommodation (logement)*

**Commercial accommodation** (*logement commercial*) - lodging facilities such as hotels, motels, corporate residences or apartments.

**Government and institutional accommodation** (*locaux d'hébergement du gouvernement et d'une institution*) - federal government training centers, universities, colleges, Canadian or foreign military establishments, DVA hospitals, trailers, tents and other facilities owned, controlled, authorized or arranged by the Crown, including other educational institutions that provide sleeping accommodation.

**Private non-commercial accommodation** (*logement particulier non commercial*) - private dwelling or non-commercial facilities where the traveller does not normally reside.

**Comprehensive allowance** (*indemnité globale*) – a daily allowance that may include some or all of meal costs, incidental expenses, transportation costs and accommodation expenses.

**Declaration** (*déclaration*) – a written statement signed by the traveller attesting to and listing the expenses for payment without receipt.

**Dependant** (*personne à charge*) – a person who resides full-time with the employee at the employee's residence and is

- (a) the spouse of that employee, or



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- (b) the biological child, stepchild, adopted child including a child adopted by aboriginal people under the Custom Adoption Practice, or legal ward of that employee or of the employee's spouse who is both dependent on the employee for support and
  - (i) under 18 years of age, or
  - (ii) dependent on the employee by reason of mental or physical disability, or
  - (iii) in full-time attendance at a school or other education institution that provides training or instruction of an educational, professional, vocational or technical nature; or
- (c) the parent, grandparent, brother, sister, uncle, aunt, niece, nephew or grandchild of that employee or of the employee's spouse who is both dependent on the employee for support and
  - (i) under 18 years of age, or
  - (ii) dependent on the employee by reason of mental or physical disability, or
  - (iii) is in full-time attendance at a school or other education institution that provides training or instruction of an educational, professional, vocational or technical nature.

**Economy class** (*classe économique*) – the standard class of air travel, including special discount fares. It excludes first class and business class or equivalents.

**Employee** (*fonctionnaire*) – a person employed in the Federal Public Service.

**Employer** (*employeur*) – Her Majesty in right of Canada as represented by the Treasury Board, and includes persons authorized to exercise the authority of the Treasury Board.

**Government business travel** (*voyage en service commandé*) – all travel authorized by the employer, and is used in reference to the circumstances under which the expenses prescribed in this directive may be paid or reimbursed from public funds.

**Headquarters area** (*zone d'affectation*) – spans an area of 16 kms from the assigned workplace using the most direct, safe and practical road.

**Incidental expense allowance** (*faux frais*)

**Canada and Continental USA** (*Canada et États continentaux des États-Unis*) – an allowance to cover the costs of items which can be attributed to a period in travel, but for which no other reimbursement or allowance is provided under this directive and to help offset some of the expenses incurred as a result of having to travel. It includes but is not limited to such items as gratuities, laundry, dry cleaning, bottled water, phone calls home, grass cutting, snow removal, home security check, plant watering, mail services, pet care, telecommunications hook-ups and service, shipping of some personal effects.



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**International** (*International*) – an allowance to cover the costs of items which can be attributed to a period in travel, but for which no other reimbursement or allowance is provided under this directive and to help off-set some of the expenses incurred as a result of having to travel. It includes but is not limited to such items as gratuities, laundry, dry cleaning, grass cutting, snow removal, home security check, plant watering, mail services, pet care, telecommunications hook-ups and service, shipping of some personal effects.

**Receipt** (*reçu*) – an original document or carbon copy showing the date and amount of expenditure paid by the traveller.

**Spouse or common-law partner** (*conjoint ou conjoint de fait*) – in accordance with the Modernization of Benefits and Obligations Act, the parties hereunder agree that:

(a) in the collective agreements reached between the parties, current references to the term “spouse” are replaced by the expression “spouse or common-law partner”. The term “common-law partner” refers to a person living in a conjugal relationship with an employee for a continuous period of at least one year. The term “spouse” refers to the person married to the employee.

(b) for the purposes of the Foreign Service Directives, current references to the term “spouse” are replaced by the expression “spouse or common-law partner”. The term “common-law partner” refers to a person living in a conjugal relationship with an employee for a continuous period of at least one year. This “spouse or common-law partner” must qualify as a dependent under the Foreign Service Directives. The term “spouse” refers to the person married to the employee.

**Travel status** (*déplacement*) – an absence from the traveller's headquarters area on government business travel.

**Traveller** (*voyageur*) – a person who is authorized to travel on federal government business.

**Workplace** (*lieu de travail*)

**Permanent/Regular** (*permanent/régulier*) – the single permanent location determined by the employer at or from which an employee ordinarily performs the work of his or her position or reports to.

**Temporary** (*temporaire*) – the single location where an employee is temporarily assigned to perform the work of his or her position or reports to within the headquarters area.



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### Part I Administration

#### 1.1 *Authorization*

1.1.1 The employer has the responsibility to authorize and determine when business travel is necessary, and to ensure that all travel arrangements are consistent with the provisions of this Directive. Following consultation between the employer and the employee, the determination of travel arrangements shall best accommodate the employee's needs and interests and the employer's operational requirements.

1.1.2 Business travel shall be authorized in advance in writing to ensure all travel arrangements are in compliance with the provisions of this directive. In special circumstances, travel shall be post authorized by the employer.

1.1.3 Expenses resulting from misinterpretations or mistakes are not a basis for reimbursement or non reimbursement. However, such situations shall be reviewed on a case by case basis.

#### 1.2 *Loyalty programs*

1.2.1 Provided that there are no additional costs to the Crown, employees travelling on government business can join loyalty programs and retain benefits offered by the travel industry for business or personal use. Such privilege is conditional upon the use of government approved services and products.

#### 1.3 *Overpayments*

1.3.1 Overpayments, namely amounts reimbursed or paid to travellers, which are not in accordance with the terms of this directive, shall be recovered from the traveller as a debt owing to the Crown.

#### 1.4 *Receipts*

1.4.1 Where the traveller certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration may replace the receipt.

#### 1.5 *Responsibilities*

1.5.1 The employer shall:

- (a) establish the proper delegation framework to comply with this Directive;
- (b) ensure that this directive is available at the employee's normal workplace during the employee's working hours;



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- (c) in consultation with the employee
  - (i) determine whether travel is necessary;
  - (ii) ensure that travel arrangements are consistent with the provisions of this directive; and
  - (iii) ensure that accommodation of needs is provided to the point of undue hardship.
- (d) authorize travel;
- (e) verify and approve travel expense claims before reimbursement; and
- (f) ensure that all travel arrangements comply with relevant federal government legislation and employer policies, such as Employment Equity, Official Languages.

### 1.5.2 The traveller shall:

- (a) become familiar with the provisions of this directive;
- (b) consult and obtain authorization to travel in accordance with the directive;
- (c) inform the employer or its suppliers of his/her needs that may require accommodation;
- (d) complete and submit travel expense claims with necessary supporting documentation as soon as possible after the completion of the travel. In travel situations exceeding one month, the traveller may submit interim travel expense claims prior to the completion of the travel; and
- (e) be responsible for cancelling reservations as required, safeguarding travel advances and funds provided, and making outstanding remittances promptly.

1.5.3 When the employer and the employee are unable to resolve barriers affecting persons with disabilities that may flow from the application of this Directive, the employer and the employee shall consult with the appropriate departmental and/or Union Employment Equity professional.

## **1.6 Suppliers, services and products**

1.6.1 Employees on government business travel shall utilise government approved suppliers, services and products selected in support of government business travel when these are available. Where access to these suppliers, services and products require the use of an individual designated travel card, the provision and use of the individual designated travel card require the employee's agreement.

1.6.2 Preference shall be given to using Canadian suppliers, services and products.





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1.6.3 When circumstances do not permit provision of prepaid arrangements, the traveller shall be reimbursed actual and reasonable costs, based upon receipts.

### **1.7 Travel advances**

1.7.1 Employees on government business travel shall be provided with a travel advance to cover travel expenses where government approved services and products are not prepaid or cannot be paid with an individual designated travel card.

1.7.2 When an employee chooses not to obtain and use an individual designated travel card, provision of an advance shall be discussed between the employee and the employer. In such cases, travel advances shall not be unreasonably denied.

### **1.8 Travel forms**

1.8.1 Government approved travel forms shall be used in seeking business travel authority and submitting travel claims with the supporting documentation where necessary.

### **1.9 Workplace change**

1.9.1 When an employee is assigned from a permanent workplace to a temporary workplace for a period of less than thirty (30) consecutive calendar days, the provisions of this directive shall apply.

1.9.2 When an employee is assigned from a permanent workplace to a temporary workplace, for a period of 30 consecutive calendar days or more, the provisions of this directive shall apply unless the employee is notified, in writing, 30 calendar days in advance of the change in workplace. In situations where the employee is not notified of a change of workplace in writing, the provisions of the directive shall apply for the duration of the workplace change up to a maximum of 60 calendar days.

## **Part II Insurance**

### **2.1 Insurance plans and compensation**

2.1.1 In the event that an employee becomes ill, is injured or dies while travelling on government business, the employee or, where applicable, the employee's dependants may be provided with protection, subject to the terms and conditions of the following:

- (a) the collective agreement or other authority governing terms and conditions of employment, i.e., injury-on-duty leave and severance pay,
- (b) the *Government Employees Compensation Act*,



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- (c) the *Flying Accident Compensation Regulations*,
- (d) the *Public Service Superannuation Act*,
- (e) the Canada Pension Plan or Quebec Pension Plan,
- (f) the Public Service Management Insurance Plan,
- (g) the Disability Insurance Plan,
- (h) the Public Service Health Care Plan (for medical and hospital expenses not paid under the *Government Employees Compensation Act*),
- (i) the Crown Indemnification Policy in the event of a civil action against an employee taken by a third party, and/or
- (j) insurance as a result of contracting with government approved suppliers, services and products.

2.1.2 Details concerning Public Service benefit programs are found in Appendix A.

2.1.3 Employees are advised to confirm with their insurance agent that they are adequately insured if they use non-commercial flights.

2.1.4 Additional insurance purchased by the traveller shall not be reimbursed except for the cost of insurance to cover repairs to, or replacement of, damaged or lost luggage while travelling, unless such insurance is provided.

## **2.2    Vehicle Insurance**

2.2.1 Employees authorized to drive a Crown-owned vehicle must drive it themselves. The federal government self-insures its own vehicles. There is no Crown liability coverage for unauthorized drivers who would be personally liable in the event of an accident.

2.2.2 Collision damage waiver coverage for the entire period that a vehicle is rented is required. This coverage is included when travellers use a government approved individual designated travel card and shall be reimbursed in circumstances where an individual designated travel card is not used.

2.2.3 Travellers shall not be reimbursed for personal accident insurance coverage premiums.

2.2.4 The employer assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate and the supplementary business insurance premium, where required. The employer is not responsible for reimbursing deductible amounts related to insurance coverage.



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2.2.5 Privately owned vehicles or other types of transportation used on government business shall have at least the minimum provincial/territorial state/country insurance coverage of public liability and property damage.

2.2.6 Additional premium costs for public liability and property damage, collision and comprehensive coverage shall be reimbursed for the applicable period, when a supplementary business insurance for a vehicle is required.

2.2.7 Travellers who intend to carry passengers are advised to confirm with their insurance agent that they are adequately insured.



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## Part III Travel Modules

### **3.1 *Module 1 - Travel within Headquarters Area – No overnight stay***

The provisions outlined in this Travel Module apply when an employee is away from the workplace on government business travel within the Headquarters Area without an overnight stay.

#### **3.1.1 *Accommodation***

Reimbursement for overnight accommodation within an employee's headquarters area shall not normally be authorized. Employees in the following exceptional cases shall be in travel status and reimbursed for overnight accommodation and according to the provisions of Module 3:

- (a) accommodation in government facilities for such purposes as live-in conferences, meetings and training courses;
- (b) accommodation in educational facilities, for such purposes as live-in conferences, meetings and training courses; or
- (c) accommodation in commercial facilities, in very exceptional or emergency situations that require employees to remain close to their posts for periods long in excess of normal working hours, such as policing activities during a crisis, or extended collective bargaining sessions.

#### **3.1.2 *Additional business expenses***

The employee shall be reimbursed business expenses not otherwise covered such as photocopies, word processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.

#### **3.1.3 *Bottled water***

Not applicable to this Module.

#### **3.1.4 *Currency exchange***

Not applicable to this Module.

#### **3.1.5 *Dependant care***

Not applicable to this Module.



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### **3.1.6 Home communication**

Not applicable to this Module.

### **3.1.7 Incidental expense allowance**

Not applicable to this Module.

### **3.1.8 Insurance**

See Part II and Appendix A.

### **3.1.9 Meals**

Unless otherwise covered by terms and conditions of employment or collective agreements, meal expenses incurred within the Headquarters Area shall not normally be reimbursed.

Meal expenses, based on receipts, may be reimbursed up to the limit of the applicable meal allowance in Appendix C in the following situations:

- (a) when employees are required to work through or beyond normal meal hours and are clearly placed in situations of having to spend more for the meal than would otherwise be the case; (revised December 2, 2005)
- (b) when employees are required to attend conferences, seminars, meetings or public hearings during the weekend or holidays;
- (c) when employees are required to attend formal full-day conferences, seminars, meetings or hearings and where meals are an integral part of the proceedings;
- (d) when employer representatives are involved in collective bargaining proceedings;
- (e) when intensive task force or committee studies are enhanced by keeping participants together over a normal meal period; or
- (f) when the reimbursement of meal expenses is clearly reasonable and justifiable as a direct result of an employee's duties.

### **3.1.10 Rest periods**

Not applicable to this Module.

### **3.1.11 Transportation**

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined in this section under commercial, vehicles and



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other modes of transportation, expenses associated with the selected mode of transportation such as ferries, tolls, docking fees, shall be reimbursed.

When authorized travel or overtime causes a disruption in the employee's regular commuting pattern, the employee shall be reimbursed additional transportation costs incurred between the residence and the workplace.

When conditions under workplace change are not met, transportation shall be provided to the temporary workplace or the kilometric rate paid for the distance between the home and the temporary workplace, or between the permanent workplace and the temporary workplace, whichever is less.

### (a) **Commercial**

Where commercial transportation is authorized and used, the traveller shall be provided with the necessary prepaid tickets whenever possible.

Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses shall be reimbursed, based on receipts.

### (b) **Other modes of transportation**

Occasionally, other modes of transportation not normally used on roadways shall be authorized for use on government business when this mode of transportation is safe, economical and practical.

Travellers using these other modes of transportation shall be reimbursed at the applicable kilometric rate based on the direct road distances, if available. When there are no road distances, the traveller shall be reimbursed for actual or reasonable distances travelled.

### (c) **Vehicles**

The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as but not limited to safety, the needs of the traveller and the bulk or weight of goods transported.

The kilometric rates payable for the use of privately owned vehicles driven on authorized government business are prescribed in Appendix B. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on government business travel.

When an employee has been authorized to use and uses a private vehicle within the headquarters area on government business travel, the employee shall be reimbursed the kilometric rate in accordance with Appendix B.



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Parking charges are normally not payable when the employee is on duty at the workplace. In respect of every day on which an employee is authorized to use a private vehicle on government business travel, the employee shall be reimbursed the actual costs of parking the vehicle for that period of time.

***3.1.12 Weekend travel home***

Not applicable to this Module.

***3.1.13 Weekend travel - Alternatives***

Not applicable to this Module.



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### **3.2 Module 2 - Travel Outside Headquarters Area – No overnight stay**

The provisions outlined in this Travel Module apply when a traveller is away from the workplace on government business travel outside the Headquarters Area without an overnight stay.

#### **3.2.1 Accommodation**

Not applicable to this Module.

#### **3.2.2 Additional business expenses**

The employee shall be reimbursed business expenses not otherwise covered such as business calls, photocopies, word processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.

Employees whose schedules have been altered for reasons outside their control shall be reimbursed reasonable telephone costs to attend to situations related to the employee's altered schedule.

When an employee is required to proceed outside Canada on authorized government business, the employer shall make the necessary arrangements for obtaining an appropriate passport and/or visa, and any required inoculations, vaccinations, X-rays and certificates of health, at no expense to the employee. Where possible, the services of Health Canada, Veterans Affairs Canada or National Defence shall be used for medical services.

#### **3.2.3 Bottled water**

Not applicable to this Module.

#### **3.2.4 Currency exchange**

The costs incurred in converting reasonable sums to foreign currencies and/or reconverting any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources.

When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by the employer, shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and the final date out of the country.





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### ***3.2.5 Dependant care***

The employee who is required to travel on government business shall be reimbursed actual and reasonable dependant care expenses up to a daily maximum of \$35 Canadian, per household, with a declaration, or up to a daily maximum of \$75 Canadian, per household, with a receipt when:

- (a) the employee is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability, or
- (b) two federal employees living in the same household are the sole caregivers of a dependant who is under 18 years of age or has a mental or physical disability and both employees are required to travel on government business at the same time.

Dependant care allowance shall apply only for expenses that are incurred as a result of travelling and are additional to expenses the employee would incur when not travelling.

### ***3.2.6 Home communication***

Not applicable to this Module.

### ***3.2.7 Incidental expense allowance***

Not applicable to this Module.

### ***3.2.8 Insurance***

See Part II and Appendix A.

### ***3.2.9 Meals***

A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status.

Meal allowances shall be reimbursed in accordance with the rates specified in Appendix C.

A meal allowance shall not be paid to a traveller with respect to a meal that is provided. In exceptional situations where a traveller has incurred out of pocket expenses to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts, up to the applicable meal allowance.

Where a traveller incurs meal costs that are higher than the established meal allowances in situations outside the traveller's control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts.



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Reimbursement of meals for shift workers shall be based on the meal sequence of breakfast, lunch and dinner, in relation to the commencement of the employee's shift.

### ***3.2.10 Rest periods***

Not applicable to this Module.

### ***3.2.11 Transportation***

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined in this section under commercial, vehicles and other modes of transportation, expenses associated with the selected mode of transportation such as ferries, tolls, docking fees, shall be reimbursed.

When authorized travel or overtime causes a disruption in the employee's regular commuting pattern, the employee shall be reimbursed additional transportation costs incurred between the residence and the workplace.

#### **(a) Commercial**

Where commercial transportation is authorized and used, the traveller shall be provided with the necessary prepaid tickets whenever possible.

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.

The standard for rail travel is the next higher class after the full economy class.

Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses shall be reimbursed. Receipts are only required to justify taxi fares in excess of ten dollars.

#### **(b) Other modes of transportation**

Occasionally, other modes of transportation not normally used on roadways shall be authorized for use on government business when this mode of transportation is safe, economical and practical.

Travellers using these other modes of transportation shall be reimbursed at the applicable kilometric rate based on the direct road distances, if available. When there are no road distances, the traveller shall be reimbursed for actual or reasonable distances travelled.



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### (c) **Vehicles**

The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as but not limited to safety, the needs of the traveller and the bulk or weight of goods transported.

The kilometric rates payable for the use of privately owned vehicles driven on authorized government business are prescribed in Appendix B. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on government business travel.

Travellers who are driven to or picked up from a public carrier terminal, shall be reimbursed the kilometric rate based on the distance to and from the public carrier terminal for each round trip.

In the interests of safe driving, when employee-driven vehicles are authorized, employees shall not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 500 kilometres on any day when the employee has not worked.

Parking charges shall be reimbursed where it is practical and economical to leave a private vehicle at the public carrier's terminal during the period of absence.

In respect of every day on which an employee is authorized to use a private vehicle on government business travel, the employee shall be reimbursed the actual costs of parking the vehicle for that period of time.

#### ***3.2.12 Weekend travel home***

Not applicable to this Module.

#### ***3.2.13 Weekend travel - Alternatives***

Not applicable to this Module.



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### **3.3 Module 3 - Travel in Canada and Continental USA – Overnight stay**

The provisions outlined in this Travel Module apply when a traveller is away from the workplace on government business travel overnight, in Canada or in the Continental USA.

A daily comprehensive allowance may be authorized in circumstances where established allowances are neither practical, reasonable or equitable.

#### **3.3.1 Accommodation**

The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped.

A variety of options for accommodation are available for travel. Generally these include hotels, motels, corporate residences, apartments, private non-commercial accommodation, and government and institutional accommodation.

Government hotel directories shall serve as a guide for the cost, location and selection of accommodation.

Unless the employer authorizes otherwise, when travel is related to activities held in an institution, the employee shall stay in institutional accommodations.

Where employees are in travel status at military bases, unless program-related or security reasons dictate the use of specific accommodation, an employee's request for alternate commercial or private non-commercial accommodation shall not be unreasonably denied.

Although travellers generally stay in commercial accommodation, private non-commercial accommodation is encouraged. A traveller who chooses private non-commercial accommodation shall be reimbursed the rate as specified in Appendix C. In addition, ground transportation costs shall be authorized when it is cost effective. Cost effectiveness shall be determined by comparing the total cost of accommodation and transportation in the private non-commercial accommodation versus available commercial or government and institutional accommodation and the associated transportation costs.

For periods of travel status of more than 30 consecutive calendar days at the same location, accommodation at corporate residences, apartments, private non-commercial accommodation or government and institutional accommodation is encouraged. Travellers who choose to stay in a hotel after the thirtieth day (30<sup>th</sup>) when apartments or corporate residences are available in the area surrounding the workplace, shall be reimbursed up to the cost of the average apartment or corporate residence available.



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### ***3.3.2 Additional business expenses***

The employee shall be reimbursed business expenses not otherwise covered such as business calls, photocopies, word processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.

Employees whose schedules have been altered for reasons outside their control shall be reimbursed reasonable telephone costs to attend to situations related to the employee's altered schedule.

When an employee is required to proceed outside Canada on authorized government business, the employer shall make the necessary arrangements for obtaining an appropriate passport and/or visa, and any required inoculations, vaccinations, X-rays and certificates of health, at no expense to the employee. Where possible, the services of Health Canada, Veterans Affairs Canada or National Defence shall be used for medical services.

### ***3.3.3 Bottled water***

Included in Incidental expense allowance.

### ***3.3.4 Currency exchange***

The costs incurred in converting reasonable sums to foreign currencies and/or reconvertng any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources.

When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by the employer, shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and the final date out of the country.

### ***3.3.5 Dependant Care***

The employee who is required to travel on government business shall be reimbursed actual and reasonable dependant care expenses up to a daily maximum of \$35 Canadian, per household, with a declaration, or up to a daily maximum of \$75 Canadian, per household, with a receipt when:

- (a) the employee is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability, or
- (b) two federal employees living in the same household are the sole caregivers of a dependant who is under 18 years of age or has a mental or physical disability and both employees are required to travel on government business at the same time.



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## Travel Directive

Dependant care allowance shall apply only for expenses that are incurred as a result of travelling and are additional to expenses the employee would incur when not travelling.

### ***3.3.6 Home communication***

Home communication is included in the incidental expense allowance.

The following exception applies: Employees in travel status on-board vessels shall be authorized to make up to the equivalent of one ten-minute phone call home using the equipment available over each contiguous three-day period away from home port. When satellite communication systems are available and used, the phone call shall be limited to five minutes.

### ***3.3.7 Incidental expense allowance***

A traveller shall be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this directive for each day or part day in travel status as per Appendix C. Part day does not include days where a late-night flight arrives in the traveller's headquarters area after midnight.

The following exception applies: Seventy-five percent (75%) of the incidental allowance as specified in Appendix C shall be paid starting on the thirty-first (31<sup>st</sup>) consecutive calendar day of travel status while at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or the traveller chooses to stay in private accommodation.

When a traveller visits locations in Canada and the USA on the same day, the incidental expense allowance paid shall be that for the location where the day commences.

### ***3.3.8 Insurance***

See Part II and Appendix A.

### ***3.3.9 Meals***

A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status.

Meal allowances shall be reimbursed in accordance with the rates specified in Appendix C.

The following exception applies: Seventy-five percent (75%) of the meal allowances as specified in Appendix C shall be paid starting on the thirty-first (31<sup>st</sup>) consecutive calendar day of travel status at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or the traveller chooses to stay in private accommodation.



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## Travel Directive

A meal allowance shall not be paid to a traveller with respect to a meal that is provided. In exceptional situations where a traveller has incurred out of pocket expenses to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts, up to the applicable meal allowance.

Where a traveller incurs meal costs that are higher than the established meal allowances in situations outside the traveller's control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts.

Reimbursement of meals for shift workers shall be based on the meal sequence of breakfast, lunch and dinner, in relation to the commencement of the employee's shift.

### ***3.3.10 Rest periods***

Unless mutually agreed otherwise, itineraries shall be arranged to provide for

- (a) a suitable rest period, and/or
- (b) an overnight stop after travel time of at least nine consecutive hours.

Travel time is the time spent in any mode of transportation en-route to destination and/or awaiting immediate connections. This includes the time spent travelling to and from a carrier/terminal.

A suitable rest period shall not be unreasonably denied.

### ***3.3.11 Transportation***

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined in this section under commercial, vehicles and other modes of transportation, expenses associated with the selected mode of transportation such as ferries, tolls, docking fees, shall be reimbursed.

When authorized travel or overtime causes a disruption in the employee's regular commuting pattern, the employee shall be reimbursed additional transportation costs incurred between the residence and the workplace.

#### **(a) Commercial**

Where commercial transportation is authorized and used, the employee shall be provided with the necessary prepaid tickets whenever possible.

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.



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## Travel Directive

The standard for rail travel is the next higher class after the full economy class.

Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses shall be reimbursed. Receipts are only required to justify taxi fares in excess of ten dollars.

### (b) **Other modes of transportation**

Occasionally, other modes of transportation not normally used on roadways shall be authorized for use on government business travel when this mode of transportation is safe, economical and practical.

Travellers using these other modes of transportation shall be reimbursed at the applicable kilometric rate based on the direct road distances, if available. When there are no road distances, the traveller shall be reimbursed for actual or reasonable distances travelled.

### (c) **Vehicles**

The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as but not limited to safety, the needs of the traveller and the bulk or weight of goods transported.

The kilometric rates payable for the use of privately owned vehicles driven on authorized government business are prescribed in Appendix B. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on government business travel.

Travellers who are driven to or picked up from a public carrier terminal, shall be reimbursed the kilometric rate based on the distance to and from the public carrier terminal for each round trip.

In the interests of safe driving, when employee-driven vehicles are authorized, employees shall not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 500 kilometres on any day when the employee has not worked.

Parking charges shall be reimbursed where it is practical and economical to leave a private vehicle at the public carrier's terminal during the period of absence.





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## Travel Directive

In respect of every day on which an employee is authorized to use a private vehicle on government business travel, the employee shall be reimbursed the actual costs of parking the vehicle for that period of time.

### ***3.3.12 Weekend travel home***

The use of the weekend travel home provisions or its alternatives does not constitute a break in continuous travel at the same location.

An employee who is in travel status that extends through or beyond a weekend is eligible for weekend travel home provisions provided that the following conditions are met:

- (a) work schedules permit the employee to be absent; and
- (b) appropriate private or public transportation is available and its use is both practical and reasonable.

Every weekend:

An eligible employee entitled to travel home every weekend shall be reimbursed actual transportation costs up to an amount not exceeding:

- (a) the cost of maintaining the employee in travel status for the week-end period (i.e. accommodation, meals, incidental, and other expense allowances), if the accommodation is cancelled for the week-end; or
- (b) when the accommodation is not cancelled, the weekend travel home transportation allowances stated in Appendix C shall apply.

Every third weekend on average:

There will be occasions when an employee in travel status for a period of more than thirty (30) consecutive calendar days in Canada or the continental USA is so far from home that travel home every weekend would be impractical.

In such situations where travel home every weekend is impractical and provided that the employee is in continuous travel status, the employee may return home on average every third weekend and schedule actual weekend trips home within the maximum number permitted to meet personal needs.

The employee shall be reimbursed the most economical return airfare, the necessary return ground transportation to and from the carrier's terminal and meals en route. The most economical air fare shall be air fare booked more than 14 days in advance with a Saturday night stay over. Meals and incidentals at destination shall not be reimbursed. The accommodation at the duty travel location need not be cancelled.



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**Travel Directive**

### ***3.3.13 Weekend travel - Alternatives***

(a) **By the employee**

Provided that the employee is not required by the employer to remain at the duty travel location, an employee may choose to spend the weekend at an alternative location. To be eligible for reimbursement, the employee shall: cancel charges for accommodation (and meals provided on-site) at the duty travel location; provide a receipt for alternative commercial accommodation when used; and not return home or to the headquarters area during the weekend.

Reimbursement shall be limited to the cost of maintaining the employee at the duty travel location and shall include the cost of accommodation, meals, incidentals and other expenses.

Arrangements are the personal responsibility of the employee without using the government approved services. The employee assumes personal liability as if the employee were not on travel status.

The use of this provision does not preclude the employee's entitlement to week-end travel home.

(b) **By the employee's spouse/dependant**

As an alternative to weekend travel home by the employee, a spouse/dependant may be authorized to travel to the employee's assigned work location when there is no additional cost to the employer. The airfare and pertinent travel arrangements shall be processed through the government suppliers. Ground transportation to and from the public carrier shall be reimbursed. Insurance coverage for the spouse/dependant is the responsibility of the employee. (revised February 27, 2004)



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## Travel Directive

### **3.4 Module 4 - International Travel – Overnight stay**

The provisions outlined in this Travel Module apply when a traveller is away from the workplace on government business travel overnight, outside Canada or the Continental USA.

A daily comprehensive allowance may be authorized in circumstances where established allowances are neither practical, reasonable or equitable.

#### **3.4.1 Accommodation**

The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped.

A variety of options for accommodation are available for travel. Generally these include hotels, motels, corporate residences, apartments, private non-commercial accommodation, government owned/leased accommodation and institutions.

Government hotel directories shall serve as a guide for the cost, location and selection of accommodation.

Unless the employer authorizes otherwise, when travel is related to activities held in an institution, the employee shall stay in institutional accommodations.

Where employees are in travel status at military bases, unless program-related or security reasons dictate the use of specific accommodation, an employee's request for alternate commercial or private non-commercial accommodation shall not be unreasonably denied.

Although travellers generally stay in commercial accommodation, private non-commercial accommodation is encouraged. A traveller who chooses private non-commercial accommodation shall be reimbursed the rate as specified in Appendix D. In addition, ground transportation costs shall be authorized when it is cost effective. Cost effectiveness shall be determined by comparing the total cost of accommodation and transportation in the private non-commercial accommodation versus available commercial or government and institutional accommodation and the associated transportation costs.

For periods of travel status of more than thirty (30) consecutive calendar days at the same location, accommodation at corporate residences, apartments, private non-commercial accommodation or government and institutional accommodation is encouraged. Travellers who choose to stay in a hotel after the thirtieth day (30th) when apartments or corporate residences are available in the area surrounding the workplace, shall be reimbursed up to the cost of the average apartment or corporate residence available.



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## Travel Directive

### ***3.4.2 Additional business expenses***

The employee shall be reimbursed business expenses not otherwise covered such as business calls, photocopies, word processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.

Employees whose schedules have been altered for reasons outside their control shall be reimbursed reasonable telephone costs to attend to situations related to the employee's altered schedule.

When an employee is required to proceed outside Canada on authorized government business, the employer shall make the necessary arrangements for obtaining an appropriate passport and/or visa, and any required inoculations, vaccinations, X-rays and certificates of health, at no expense to the employee. Where possible, the services of Health Canada, Veterans Affairs Canada or National Defence shall be used for medical services.

### ***3.4.3 Bottled water***

The cost of bottled water shall be reimbursed in situations deemed necessary and based on receipts for reasonable quantities.

### ***3.4.4 Currency exchange***

The costs incurred in converting reasonable sums to foreign currencies and/or reconvertng any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources.

When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by the employer, shall be applied. The rate shall be the average of the rates applicable on the initial date into the country and the final date out of the country.

### ***3.4.5 Dependant Care***

The employee who is required to travel on government business shall be reimbursed actual and reasonable dependant care expenses up to a daily maximum of \$35 Canadian, per household, with a declaration, or up to a daily maximum of \$75 Canadian, per household, with a receipt when:

- (a) the employee is the sole caregiver of a dependant who is under 18 years of age or has a mental or physical disability, or



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## Travel Directive

(b) two federal employees living in the same household are the sole caregivers of a dependant who is under 18 years of age or has a mental or physical disability and both employees are required to travel on government business at the same time.

Dependant care allowance shall apply only for expenses that are incurred as a result of travelling and are additional to expenses the employee would incur when not travelling.

### ***3.4.6 Home communication***

Over each contiguous three-day period away from home, employees in travel status shall be reimbursed the equivalent of one ten-minute phone call home, based on receipts.

When satellite communication systems are available and used, the phone call shall be limited to five minutes.

Employees provided with international telephone-card privileges, or who have made use of government international telephone network facilities for home communication, shall not claim the cost of telephone calls home.

### ***3.4.7 Incidental expense allowance***

A traveller shall be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this directive for each day or part day in travel status as per Appendix D. Part day does not include days where a late-night flight arrives in the traveller's headquarters area after midnight.

The following exception applies: Seventy-five percent (75%) of the incidental allowance as specified in Appendix C shall be paid starting on the thirty first (31<sup>st</sup>) consecutive calendar day of travel status while at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or the traveller chooses to stay in private accommodation.

When a traveller visits locations in different countries on the same day, the incidental expense allowance paid shall be that for the location where the day commences.

### ***3.4.8 Insurance***

See Part II and Appendix A.

### ***3.4.9 Meals***

A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status.

Meal allowances shall be reimbursed in accordance with the rates specified in Appendix D.



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## Travel Directive

The following exception applies: Seventy-five percent (75%) of the meal allowances as specified in Appendix D shall be paid starting on the thirty first (31<sup>st</sup>) consecutive calendar day of travel status at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or the traveller chooses to stay in private accommodation.

Where no meal allowance has been established in a given country or where sudden changes in currency exchange rates or high inflationary trends may invalidate the specified meal allowance, actual and reasonable expenses shall be reimbursed, based on receipts.

A meal allowance shall not be paid to a traveller with respect to a meal that is provided. In exceptional situations where a traveller has incurred out of pocket expenses to supplement meals provided, the actual incurred costs may be reimbursed, based on receipts, up to the applicable meal allowance.

Where a traveller incurs meal costs that are higher than the established meal allowances in situations outside the traveller's control, the actual and reasonable expenses incurred for all meal expenses on that travel day shall be reimbursed, based on receipts.

### ***3.4.10 Rest periods***

Unless mutually agreed otherwise, itineraries shall be arranged to provide for

- (a) a suitable rest period, and/or
- (b) an overnight stop after travel time of at least nine consecutive hours.

Travel time is the time spent in any mode of transportation en-route to destination and/or awaiting immediate connections. This includes the time spent travelling to and from a carrier/terminal.

A suitable rest period shall not be unreasonably denied.

### ***3.4.11 Transportation***

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined in this section under commercial, vehicles and other modes of transportation, expenses associated with the selected mode of transportation such as ferries, tolls, docking fees, shall be reimbursed.

When authorized travel or overtime causes a disruption in the employee's regular commuting pattern, the employee shall be reimbursed actual additional transportation costs incurred between the residence and the workplace.



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## Travel Directive

### (a) **Commercial**

Where commercial transportation is authorized and used, the traveller shall be provided with the necessary prepaid tickets whenever possible.

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.

Where available, business/executive class air travel shall be authorized where continuous air travel exceeds nine hours. Continuous air 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.

The standard for rail travel is the next higher class after the full economy class.

Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses shall be reimbursed, based on receipts.

### (b) **Other modes of transportation**

Occasionally, other modes of transportation not normally used on roadways shall be authorized for use on government business travel when this mode of transportation is safe, economical and practical.

Travellers using these other modes of transportation shall be reimbursed at the applicable kilometric rate based on the direct road distances, if available. When there are no road distances, the traveller shall be reimbursed for actual or reasonable distances travelled.

### (c) **Vehicles**

The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as but not limited to safety, the needs of the traveller and the bulk or weight of goods transported.

The kilometric rates payable for the use of privately owned vehicles driven on authorized government business are provided in Appendix B. Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on government business travel.

Travellers who are driven to or picked up from a public carrier terminal, shall be reimbursed the kilometric rate based on the distance to and from the public carrier terminal for each round trip.



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## Travel Directive

In the interests of safe driving, when employee-driven vehicles are authorized, employees shall not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 500 kilometres on any day when the employee has not worked.

Parking charges shall be reimbursed where it is practical and economical to leave a private vehicle at the public carrier's terminal during the period of absence.

In respect of every day on which an employee is authorized to use a private vehicle on government business travel, the employee shall be reimbursed the actual costs of parking the vehicle for that period of time.

### ***3.4.12 Weekend travel home***

The use of the weekend travel home provisions or its alternatives does not constitute a break in continuous travel at the same location.

An employee who is in travel status that extends through or beyond a weekend is eligible for weekend travel home provisions provided that the following conditions are met:

- (a) work schedules permit the employee to be absent; and
- (b) appropriate private or public transportation is available and its use is both practical and reasonable.

Provided the employee is in continuous travel status, the employee is entitled to return home as per the table below:

Minimum of: 7 weeks = 1 trip
12 weeks = 2 trips
17 weeks = 3 trips
22 weeks = 4 trips

The employee shall be reimbursed, based on receipts, a maximum of the most economical return airfare, the necessary return ground transportation to and from the carrier's terminal, and meals en route. Meals and incidentals at destination shall not be reimbursed. The accommodation at the duty travel location need not be cancelled.

The most economical airfare shall be booked more than 14 days in advance with a Saturday night stay over. The employee may schedule actual weekend trips home within the maximum number permitted to meet personal needs.





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**Travel Directive**

### ***3.4.13 Weekend travel - Alternatives***

**(a) By the employee**

Provided that the employee is not required by the employer to remain at the duty travel location, an employee may choose to spend the weekend at an alternative location. Such arrangements shall be made in consideration of security and diplomatic contexts. To be eligible for reimbursement, the employee shall: cancel charges for accommodation (and meals provided on-site) at the duty travel location; provide a receipt for alternative commercial accommodation when used; and not return home or to the headquarters area during the weekend.

Reimbursement shall be limited to the cost of maintaining the employee at the duty travel location and shall include the cost of accommodation, meals, incidentals and other expenses.

Arrangements are the personal responsibility of the employee without using the government approved services. The employee assumes personal liability as if the employee were not on travel status.

The use of this provision does not preclude the employee's entitlement to week-end travel home.

**(b) By the employee's spouse or a dependant**

As an alternative to weekend travel home by the employee, a spouse or a dependant may be authorized to travel to the employee's assigned work location when there is no additional cost to the employer. The airfare and pertinent travel arrangements shall be processed through the government suppliers. Ground transportation to and from the public carrier shall be reimbursed. Such arrangements shall be made in consideration of security and diplomatic contexts. Insurance coverage for the spouse/dependant is the responsibility of the employee. (revised February 27, 2004)

## **Part IV Special Travel Circumstances**

### **4.1 Escort Officers**

4.1.1 A suitable rest period for employees who are employed as Escort Officers shall be 16 hours for travel time between 8 to 24 hours; for travel time greater than 24 hours, a suitable rest period shall be 24 hours.



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## Travel Directive

Travel time is the time spent in any mode of transportation en-route to destination and/or awaiting immediate connections. This includes the time spent travelling to and from a carrier/terminal.

### **4.2    *Ships Officers / Ships Crews***

4.2.1    The workplace of employees who are employed as Ships' Officers or Ships' Crews shall be deemed to be a suitable structure, as determined by the employer:

(a)      at the location of the home port of their vessels, for employees whose normal duties are performed aboard a vessel; or

(b)      at the location where employees normally perform their duties when they are not employed on a vessel.

4.2.2    For any period during which the employer requires the employee to be aboard a self-contained vessel (e.g., a ship, dredge or barge with sleeping and eating facilities), an employee shall be deemed to be within the headquarters area, whether or not the vessel is actually within the headquarters area. In this context, "period" shall mean the extended period during which the employee is assigned to the vessel, and shall not be limited to the actual physical performance of particular tasks during a watch.

4.2.3    When the self-contained vessel itself is outside the actual headquarters area, the employee shall be in travel status whenever required by the employer to leave the vessel and go ashore (except when billeted ashore), and when, during such absence, the employee remains outside the actual headquarters area.

4.2.4    Travel status applies in the circumstances described above when the employee is on sick leave. It does not apply when the employee is on leave of absence. During a period of leave of absence, however, the employee shall be entitled to any appropriate travel provisions contained in the employee's collective agreement, where such provisions are applicable under the circumstances.

4.2.5    Entitlement to accommodation expenses and meal and incidental expense allowances during each period of required absence from the vessel shall be governed by this directive as applicable. Notwithstanding the foregoing, there shall be no entitlements in respect of meals and accommodation while the employee is ashore if appropriate entitlements in such circumstances are provided for in a collective agreement applicable to the employee.

4.2.6    Except as otherwise provided for in a collective agreement, for purposes of weekend travel home, an employee shall be deemed not to be in travel status for the period during which the normal duties of that employee are performed aboard a self-contained vessel.

4.2.7    The provisions concerning emergency or death while away on government business travel shall apply to employees who are Ships' Officers, Ships' Crews or other occupational



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## Travel Directive

groups and who are serving aboard a vessel while absent from its home port, as if the employees were in travel status.

4.2.8 Over each contiguous three-day period away from home port, employees on-board vessels shall be authorized to make up the equivalent of a ten minute phone call home using the equipment available. When satellite communication systems are available and used, the phone calls shall be limited to five minutes.

### **4.3 Special transportation needs**

4.3.1 When a traveller has an aversion -to air travel, the employer shall endeavour to schedule the work so that time will permit the traveller to travel by other means.

## **Part V**

### **Emergencies, illnesses, injuries and death while on travel status**

#### **5.1 Death while on travel status**

5.1.1 If an employee dies while in travel status, the employer shall authorize the payment of necessary expenses that are additional to those which might have been incurred had the death occurred in the headquarters area. Reimbursement of costs incurred shall be reduced by any amount payable under some other authority. Expenses payable are:

- (a) at the place where death occurred: ambulance, hearse, embalming/cremation, outside crate/container (but not the cost of a coffin/urn) and any other services or items required by local health laws, and
- (b) transportation of the remains to the headquarters area or, if desired by the survivors, to another location, up to the cost of transportation to the headquarters area. Costs for an escort over and above the costs included in transporting the remains are payable only when an escort is required by law.

5.1.2 Where the remains are not transported, travel for next-of-kin or a representative of the family to the place of burial shall be reimbursed as though that person were an employee.

#### **5.2 Emergencies, illnesses and injuries while on travel status**

5.2.1 Payment for the use of a suitable conveyance, such as an ambulance or taxi, shall be authorized where an employee becomes ill or is injured when, in the opinion of the employer, the employee, or the attending medical practitioner, the nature of the illness or injury requires that the employee be transported to a medical treatment facility, the workplace, the travel-related accommodation, or home.

5.2.2 An employee shall be reimbursed the necessary expenses incurred as a result of illness or accident occurring while in travel status, to the extent that the employer is satisfied the expenses



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## Travel Directive

were additional to those which might have been incurred had the employee not been absent from home, and which were not otherwise payable to the employee under an insurance policy, the *Government Employees Compensation Act*, or other authority.

5.2.3 An employee who becomes ill or is injured while outside Canada shall, where practical, be provided with a justifiable, accountable advance when incurring sizeable medical expenses. Such advances would subsequently be repaid to the employer under the employee's private insurance plans, the *Government Employees Compensation Act*, or other authority.

5.2.4 When, in the opinion of the attending physician, an employee's condition resulting from illness or injury warrants the presence of the next-of-kin or a representative of the family, actual and reasonable travel expenses may be reimbursed, as if that person were an employee.

5.2.5 An employee may be authorized to return earlier than scheduled as a result of personal illness or accident, or in the event of emergency situations at home (e.g. serious illness in the opinion of a physician, fire, flood, ice storm).

5.2.6 A trip home under this section shall not be taken into account when establishing the employee's eligibility for weekend travel home.

5.2.7 When a trip home for reasons specified in this section is not warranted, actual and reasonable expenses incurred for long-distance telephone calls home shall be reimbursed.