

CANADA INDUSTRIAL RELATIONS BOARD
TRAVEL POLICY - EFFECTIVE SEPTEMBER 1, 2005
REPLACES TRAVEL POLICY - EFFECTIVE OCTOBER 1, 2002

Clause / Subject	MODULE 1 <i>Travel within Assigned Area - No overnight stay</i>	MODULE 2 <i>Travel Outside Assigned Area - No Overnight Stay</i>	MODULE 3 <i>Travel in Canada and Continental USA - Overnight Stay</i>	MODULE 4 <i>International Travel - Overnight Stay</i>
18	The provisions outlined in this Travel Module apply when an employee is away from the primary workplace on government business travel within the Headquarters Area without an overnight stay.	The provisions outlined in this Travel Module apply when a traveller is away from the primary workplace on government business travel outside the Headquarters Area without an overnight stay.	<p>The provisions outlined in this Travel Module apply when a traveller is away from the primary workplace on government business travel overnight, in Canada or in the Continental USA.</p> <p>A daily comprehensive allowance may be authorized in circumstances where established allowances are neither practical, reasonable, or equitable.</p>	<p>The provisions outlined in this Travel Module apply when a traveller is away from the primary workplace on government business travel overnight, outside Canada or the Continental USA.</p> <p>A daily comprehensive allowance may be authorized in circumstances where established allowances are neither practical, reasonable, or equitable.</p>
18.1 Accommodation	<p>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:</p> <p>a) accommodation in government facilities for such purposes as live-in conferences, meetings and training courses;</p> <p>b) accommodation in educational facilities, for such purposes as live-in conferences, meetings and training courses; or</p> <p>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.</p>	Not Applicable to this Module	<p>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.</p> <p>Government hotel directories shall serve as a guide for the cost, location and selection of accommodation.</p> <p>Unless the employer authorizes otherwise, when travel is related to activities held in an institution, the employee shall stay in institutional accommodations.</p> <p>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.</p> <p>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.</p>	<p>Same as Module 3</p> <p>Same as Module 3</p> <p>Same as Module 3</p> <p>Same as Module 3</p>

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			<p>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 (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.</p> <p>Written complaints regarding hotel standards may be forwarded to Financial Services.</p>	<p>Same as Module 3</p> <p>Same as Module 3</p> <p>Same as Module 3</p>
18.2	Additional Business Expenses	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>Same as Module 2</p> <p>Same as Module 2</p> <p>Same as Module 2</p>	<p>Same as Module 2</p> <p>Same as Module 2</p> <p>Same as Module 2</p>
18.3	Bottled Water	Not applicable to this Module	Not Applicable to this Module	<p>Included in Incidental expenses allowance.</p> <p>The cost of bottled water shall be reimbursed in situations deemed necessary and based on receipts for reasonable quantities.</p>
18.4	Currency Exchange	Not applicable to this Module	Same as Module 2	Same as Module 2

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		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.	Same as Module 2	Same as Module 2
18.5 Dependant Care	Not applicable to this Module	<p>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:</p> <p>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</p> <p>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.</p> <p>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.</p>	Same as Module 2	Same as Module 2
18.6 Home Communication	Not applicable to this Module	Not Applicable to this Module	<p>Home communication is included in the incidental expense allowance.</p> <p>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.</p>	<p>Over each continuous 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.</p> <p>When satellite communication systems are available and used, the phone call shall be limited to five minutes.</p> <p>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.</p>

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18.7 Incidental Expense Allowance	Not applicable to this Module	Not Applicable to this Module	<p>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.</p> <p>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 (31st) 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.</p> <p>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.</p>	<p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p>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.</p>
18.8 Insurance	See Appendix A	See Appendix A	See Appendix A	See Appendix A
18.9 Meals	<p>Unless otherwise covered by terms and conditions of employment or collective agreements, meal expenses incurred within the Headquarters Area shall not normally be reimbursed.</p> <p>Meal expenses may be reimbursed based on the limit of the applicable meal allowance in Appendix C in the following situations:</p>	<p>A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status.</p> <p>Meal allowances shall be reimbursed in accordance with the rates specified in Appendix C.</p>	<p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p>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 (31st) 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.</p>	<p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 3</p> <p>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.</p>
a)	when employees are required to work through normal meal hours and are clearly placed in situations of having to spend more for the meal than would otherwise be the case;			
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 intensive task force or committee studies are enhanced by keeping participants together over a normal meal period; or			

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e)	when the reimbursement of meal expenses is clearly reasonable and justifiable as a direct result of an employee's duties.			
18.10 Rest Periods	Not applicable to this Module	Not Applicable to this Module	<p>Unless mutually agreed otherwise, itineraries shall be arranged to provide for</p> <p>a) a suitable rest period and/or</p> <p>b) an overnight stop after travel time of at least nine consecutive hours.</p> <p>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.</p>	<p>Same as Module 3</p> <p>Same as Module 3</p> <p>Same as Module 3</p> <p>Same as Module 3</p>
18.11 Transportation	The selection of the mode and class of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined in this section under Commercial and Vehicles, expenses associated with the selected mode of transportation such as ferries, tolls, docking fees, shall be reimbursed.	Same as Module 1	Same as Module 1	Same as Module 1
a) Commercial	<p>Where commercial transportation is authorized and used, the traveller shall be provided with the necessary prepaid tickets whenever possible.</p> <p>Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses shall be reimbursed, based on receipts.</p>	Same as Module 1	<p style="text-align: center;">Same as Module 1</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p>	<p>Same as Module 1</p> <p>Same as Module 2</p> <p>Same as Module 2</p> <p>Same as Module 2</p>
b) 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.	Same as Module 1	Same as Module 1	Same as Module 1
				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.

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	<p>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.</p> <p>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.</p> <p>Parking charges are normally not payable when the employee is on duty at the workplace.</p> <p>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.</p>	<p style="text-align: center;">Same as Module 1</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>In the interests of safe driving, when employee-driven vehicles are authorized, employees shall not normally be expected to drive more than</p> <p>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.</p>	<p style="text-align: center;">Same as Module 1</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p>	<p style="text-align: center;">Same as Module 1</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p> <p style="text-align: center;">Same as Module 2</p>
18.12 Weekend travel Home	Not applicable to this Module	Not Applicable to this Module	<p>The use of the weekend travel home provisions or its alternatives does not constitute a break in continuous travel at the same location.</p> <p>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:</p> <p>a) work schedules permit the employee to be absent; and</p> <p>b) appropriate private or public transportation is available and its use is both practical and reasonable.</p> <p>Every weekend:</p> <p>An eligible employee entitled to travel home every weekend shall be reimbursed actual transportation costs up to an amount not exceeding:</p>	<p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p>Provided the employee is in continuous travel status, the employee is entitled to return home as per the table below:</p> <p>Minimum of:</p>

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			<p>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</p> <p>b) when the accommodation is not cancelled, the weekend travel home transportation allowances stated in Appendix C shall apply.</p> <p>Every third weekend on average:</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>7 weeks = 1 trip 12 weeks = 2 trips 17 weeks = 3 trips 22 weeks = 4 trips</p> <p>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.</p> <p>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.</p>
18.13 Weekend travel - Alternatives	Not applicable to this Module	Not Applicable to this Module	<p>a) By the employee</p> <p>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.</p>	<p>Same as Module 3</p> <p>Same as Module 3</p>

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			<p>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.</p> <p>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.</p> <p>The use of this provision does not preclude the employee's entitlement to week-end travel home.</p> <p>b) By the employee's spouse/dependant</p> <p>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.</p>	<p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p> <p style="text-align: center;">Same as Module 3</p>

18 The Travel Policy 2001-2 dated October 1, 2002 is hereby amended.