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## **SECTION 17**

### **TRAVEL POLICIES**

#### **17.03 OUT-OF-PROVINCE TRAVEL**

**AUTHORITY:** TREASURY BOARD

**ADMINISTRATION:** PUBLIC SERVICE COMMISSION  
TREASURY BOARD SECRETARIAT

**EFFECTIVE DATE:** JUNE 2024

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### 17.03 OUT-OF-PROVINCE TRAVEL

#### (1) PURPOSE

This policy provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, accommodations, meals and other expenses and allowances not addressed by individual Collective Agreements. This policy is intended to outline fair and reasonable practices, and to ensure that individuals are properly reimbursed for expenses incurred on government business.

#### (2) APPLICATION

The application of this policy is referenced to the Schedules of the *Financial Administration Act* (FAA) and applies, as follows:

- Schedule “A” - Departments except the Legislative Assembly
- Schedule “B” - Crown Corporations
- Schedule “C” - Education Authorities
- Schedule “D” - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements, such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies. Reporting entities that develop policies differing from Treasury Board policy require approval of Treasury Board.

#### (3) POLICY

- i. This section applies to all employees of the Public Service who are required to travel on government business away from their domicile to a destination outside the province. Each employee travelling must submit their own claim for expenses incurred by the employee.
- ii. Employees are expected to make reasonable expenditures for meals, accommodation and travel, and to economize where possible.
- iii. Any expense incurred by an employee on behalf of any other person(s) may not be claimed unless specifically authorized in this policy.

#### (4) TRAVEL PLANNING AND CONTROL

- (a) The travel planning and booking function should be assigned either to the administrative officer or a limited number of support staff who are familiar with procedures, rates, etc. and can ensure the most economical and efficient travel.
- (b) A senior financial/administrative officer in each department should be designated by the Deputy Head as being responsible to monitor the planning of travel and the

payment of claims, in terms of Government policy, economy, expenditure control and budgeting.

- (c) Employees travelling frequently will be expected to utilize a Government credit card (PCard) for all travel. Section 14.04 - Procurement Card Policy and Procedures of the Manual details the policy and procedures for obtaining and using a PCard.

## **(5) AUTHORIZATION PROCESS**

- (a) An employee must submit, on a form prescribed by Treasury Board (see Attachment 17.03-I), a request for out-of-province travel authorization, including a detailed estimate of costs in a form prescribed by Treasury Board (see Attachment 17.03-II), to the appropriate Deputy Head for consideration. No allowance shall be paid and no reimbursement shall be made to an employee for out-of-province travel unless supported by the written permission of the Deputy Head and Chief of Staff.
- (b) The Deputy Head shall determine that the purpose of the travel cannot adequately be met by means of electronic communication tools.
- (c) The Deputy Head and Chief of Staff must approve travel within Canada and the continental United States of America (USA) prior to the commencement of the travel planning/booking.
- (d) Travel outside Canada and the continental USA must be approved by the Minister and Chief of Staff prior to the commencement of the travel planning/booking.
- (e) In situations where an employee is required to be on travel status for an extended period of time, the Deputy Head may authorize a payment in advance for out-of-pocket expenses anticipated to be incurred by the employee. Such an advance payment will be made available no more than ten (10) days prior to the commencement of travel and shall be accounted for within fifteen (15) days of the date travel ends.
- (f) Once receiving authorization to travel, the Office of the Comptroller shall assign a trip number for employees to use to identify all costs related to the travel in the Financial Information System. Employees will use the trip number when accounting for all expenses related to a trip.

## **(6) MODE OF TRAVEL**

- (a) Every employee shall travel by the most direct route and the most economical mode of travel, taking into consideration the travel time involved.
- (b) Ministers and Deputy Heads, when travelling to destinations that require five (5) hours flying time or less, shall travel economy class. When flight time for any one

portion/leg of the total trip exceeds five (5) hours, Ministers and Deputy Heads, at their own discretion, have the option of flying Business/Executive Class.

- (c) Travel that combines Government and personal business will be reimbursed at the lesser of actual transportation expenses; or an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place. If the employee intends to include personal travel as part of the business travel, the situation should be documented and approved prior to the commencement of the travel.

## **(7) ALLOWANCES - TRANSPORTATION EXPENSES**

- (a) Except where a higher standard is approved by Treasury Board or under section (6)(b) above, the claim of every employee for transportation expenses shall be restricted to the cost of the following standards of travel at the most efficient and economical rate considering the needs at the time:
  - (i) by air, economy class; the lowest available airfares appropriate to particular itineraries shall be sought when making bookings. Discount and reduced fares shall be selected rather than full-fare economy when these rates are available;
  - (ii) by Government-owned or leased motor vehicle;
  - (iii) by rental vehicle;
  - (iv) by privately-owned motor vehicle, a transportation allowance;
  - (v) by bus; or
  - (vi) by rail, where sleeping accommodation is not required, economy class.

All transportation expenses incurred, with the exception of private motor vehicle expenses, are required to be supported by a receipt.

- (b) Where it has been determined that travel by air is the most efficient and cost-effective mode of travel, but where an employee requests that they be allowed to travel by their own private motor vehicle, the Deputy Head may approve such travel arrangements. In such circumstances, the employee will only be reimbursed the airfare equivalent in lieu of the motor vehicle travel allowance. The employee will not be eligible to claim for expenses while in route. The time away from the office should also be considered. A request for vacation leave may be required.
- (c) Prior to approving out-of-province travel by privately-owned motor vehicle, a comparison to the costs of renting a car must be considered.
- (d) A taxi may be used by an employee only where no convenient public transportation is available, or where the saving of official time is essential.
- (e) Other travel expenses may include:
  - (i) ferry charges;
  - (ii) bridge, road or tunnel tolls;
  - (iii) parking charges;

- (iv) checking baggage and seat selection;
- (v) appropriate travel insurance (eg. cancellation, vehicle rental, etc.); and
- (vi) travel agency booking fees.

## **(8) ALLOWANCES - LODGINGS AND MEALS**

- (a) An employee is eligible to claim reimbursement for the cost of lodgings to the extent that the Deputy Head considers reasonable. Employees are required to ensure that Government rates, or the most economical rates available, are obtained for accommodation. Receipts are required.
- (b) When the employee elects to stay in a private residence, they are eligible to claim reimbursement to a maximum of \$10.00 per night. Receipts are not required.
- (c) An employee shall be reimbursed for purchased meals and gratuities by an allowance of \$50.00 per full day of travel. A full day of travel would be an hour prior to or after regular work day hours (e.g., 8:30 a.m. - 5:00 p.m.). This would mean the employee would be required to leave home prior to 7:30 a.m. and return home after 6:00 p.m. Receipts are not required to claim this composite allowance.
- (d) The maximum composite allowance may be exceeded only under very exceptional circumstances which must be clearly specified on the expense claim form, with receipts attached.
- (e) For less than a full day of travel, an employee is eligible to claim the following allowances for purchased meals and gratuities:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00
- (f) Each meal shall be itemized on the expense claim when the day being claimed is less than a full day of travel.
- (g) No employee shall be reimbursed for meals which are included as part of transportation or conference expenses. The seminar or conference agendas must be attached to the travel claim.
- (h) When an employee is required to travel to the continental USA, the meal allowances outlined in (e) above may be claimed in U.S. funds for the time that the employee is outside Canada.
- (i) When an employee is required to travel outside Canada and the continental USA, the composite meal allowance for the particular country is calculated at 75% of the rate established by the Federal Government's National Joint Council. The detailed country-by-country rates can be found at [https://www.njc-cnm.gc.ca/directive/app\\_d](https://www.njc-cnm.gc.ca/directive/app_d).

**(9) ALLOWANCES - INCIDENTAL EXPENSES**

- (a) Employees travelling out-of-province for Government business shall be entitled to an incidental allowance of \$5.00 per day. No receipt is required.
- (b) An employee may claim reimbursement for other costs which are directly related to the purpose for which the employee is travelling, such as telephone charges, and reasonable laundry and dry-cleaning charges. Each such item shall be individually listed when the employee is submitting the expense claim, and the reason for incurring each expense should be clearly indicated. Receipts are required.

**(10) PROCEDURES**

- (a) An employee shall update the Travel Expense Estimate and Claim Form as prescribed by Treasury Board (see Attachment 17.03-II), detailing the actual expenditures incurred and the destination as soon as possible, or at the maximum 15 days from the conclusion of travel. This form is to be included as part of the online recording of expenses.
- (b) Employees must submit all original detailed merchant receipts supporting expenses being claimed, in accordance with this directive.
- (c) Where the employee certifies that the receipt was lost, accidentally destroyed or unobtainable, a personal declaration form may replace the receipt.
- (d) The approved Travel Authorization Form (see Attachment 17.03-I) and the seminar or conference agenda, if applicable, are required to support the expense items detailed in the travel claim and attached to the online expense claim.
- (e) Employees will be reimbursed for eligible expenses not paid directly by Government through direct bill or by PCard.
- (f) Supervisors are responsible for monitoring their employees' travel, including the approval and signing of travel claims.

**(11) OVERPAYMENTS**

- (a) Overpayments, namely amounts reimbursed or paid to employees, which are not in accordance with the terms of this policy, shall be recovered from the employee as a debt owing to the Crown.

**(12) INTERPRETATION**

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board or their delegated officer who will make the interpretation or refer the matter to Treasury Board, if a Treasury Board decision is deemed necessary.