
SECTION 17

TRAVEL POLICIES

17.02 IN-PROVINCE TRAVEL

AUTHORITY: TREASURY BOARD

ADMINISTRATION: PUBLIC SERVICE COMMISSION
TREASURY BOARD SECRETARIAT

EFFECTIVE DATE: JUNE 2024

17.02 IN-PROVINCE TRAVEL

(1) PURPOSE

This policy provides framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, accommodation, meal, 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) ALLOWANCES - PRIVATE MOTOR VEHICLES

- (a) An employee who operates their own motor vehicle on the employer’s business is eligible to claim reimbursement as outlined in the Table of Reimbursement Rates posted on the Government website at the top of Section 17 in the Manual.

NOTE: Kilometers noted in the Table of Reimbursement Rates refer to the aggregate of in-province and out-of- province travel.

- (b) The private motor vehicle allowances in (a) above will be adjusted by 0.3 cents per kilometer for each 1.8 cents change per litre in the price of regular non-leaded gasoline. The Public Service Commission will notify Treasury Board Secretariat when such a change becomes effective. Treasury Board Secretariat will update and post the most up-to-date Table of Reimbursement Rates on the Government website in the Manual.
- (c) An employee who has been authorized to use a private motor vehicle for short trips of less than 20 km per day is eligible to claim reimbursement:
- (i) at the short trip travel rate of \$0.50/km; or

- (ii) at the flat daily rate provided for in their collective agreement (note: flat rate payment is taxable).

Each calendar year, employees may elect to claim under either (i) or (ii), such election shall be applicable for the balance of that calendar year.

- (d) With the approval of the Minister or delegated officer, an employee may claim one-half the applicable transportation allowances in (a) and (c) above for using a motorcycle while on Government business.
- (e) An employee who is authorized to use their personal vehicle to transport work crews, clients, young offenders, or heavy equipment, or who is required to drive their vehicle on off-road conditions shall be eligible for a service-use allowance of \$4.50 per day in addition to the allowance or applicable rate specified above.
- (f) Except where Government transportation is provided, an employee who is called back* and reports to work shall receive a transportation allowance, as follows:
 - (i) when the employee travels by means of their own vehicle, the authorized travel allowances as outlined in (a) above, or
 - (ii) with the prior approval of the Employing Authority, out-of-pocket expenses for other means of commercial transportation as documented by receipt.

*Callback is a condition of employment whereby an employee, after completing a work period and leaving the place of work and prior to reporting for their next regular scheduled work period, is called back to work and returns to work for a period of non-contiguous overtime. Callback provisions shall not apply to part-time shift employees who are called back and paid for a full shift.

- (g) The term “off-road condition” when used in this policy is intended to apply to situations in which an employee is required to use their personal vehicle to drive where no road exists, thus subjecting the vehicle to conditions which cause extra wear. It is not the intent of this provision to provide reimbursement for using vehicles on private lanes or driveways, secondary roads or pulling off any road to park the vehicle.
- (h) If an employee’s vehicle is vandalized while in the performance of the employer’s business, the employee will be entitled to receive reimbursement of the amount of the deductible insurance coverage applicable to the damage incurred, on submission of the appropriate documentation.
- (i) An employee who is required to use their vehicle to travel directly from their domicile to an alternate workplace shall be reimbursed for that portion of the travel which is greater than the travel to the primary workplace.

- (j) On the return trip, the employee may claim that portion of the travel which is greater than the travel from the primary workplace to their domicile.
- (k) If employees are required to use their vehicle to travel to an alternate workplace, which is closer than their primary workplace, and experiences economic disadvantage resulting from the change, the employee shall be reimbursed for travel in accordance with Section 17.02(3)(i) upon submission of proof of the economic disadvantage.

(4) INSURANCE COVERAGE

It is the responsibility of the employee claiming a transportation allowance to carry insurance in the amount of One Million Dollars (\$1,000,000) against liability for bodily injury and property damage by reason of the operation of their motor vehicle while on Government business. **It is the responsibility of the employee to advise their automobile liability insurer that their vehicle is being used for the employer's business, and that their policy is endorsed by their insurer to cover any additional exposures arising out of this use (e.g., carrying passengers, etc.).**

(5) ALLOWANCES - LODGINGS AND MEALS

- (a) An employee is eligible to claim for the cost of lodgings to the extent that the Minister or delegated officer considers reasonable. Employees are required to ensure that Government rates, or the most economical rates available are obtained for accommodation. Receipts are required.
- (b) Where 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, who is on Government business within the province is eligible to claim reimbursement for meals on the following basis (receipts are not required):
 - (i) Breakfast at \$8.00, only if the employee was away from their residence on Government business on the preceding evening and was required to remain there overnight, or if the time of departure from their domicile was earlier than 6:00 a.m.;
 - (ii) Lunch at \$10.00, only if the employee was away from their residence the previous night;
 - (iii) Dinner at \$16.00, only if the time of departure from the workplace is later than 6:30 p.m.
- (d) These allowances may be exceeded only under very exceptional circumstances, which must be clearly specified on the expense claim form, with receipts attached.

- (e) When claiming for individual meals, as outlined in 5(c)(i), (ii), and/or (iii), an employee is required to itemize each meal on the expense claim when less than the full day's allocation.

(6) ALLOWANCES - INCIDENTAL EXPENSES

An employee is eligible to claim reimbursement for the following incidental expenses while on Government business (receipts are required):

- (a) parking charges (not including parking fines), where no free parking is conveniently available;
- (b) telephone messages required for Government business while away from the primary workplace;
- (c) taxi fares, where no other convenient transportation is available;
- (d) entertainment to the extent that the Minister or delegated officer considers reasonable.

(7) PROCEDURES

- (a) All claims made by an employee for a transportation allowance shall be on a form prescribed by Treasury Board (see Attachment 17.02-1). Claims should be submitted within 10 working days of the end of the period covered.
- (b) An employee's immediate supervisor is responsible for monitoring, approving and signing of travel claims.
- (c) Supervisors should ensure that travel claims are completed in sufficient detail to substantiate the distances/costs claimed. Claims which include expenses for entertainment must also be approved by the Minister or delegated officer.
- (d) Employees who have a high utilization of travel should submit claims on a monthly basis. Less frequent travelers (e.g., less than \$2,000 claimed annually), may claim on a quarterly or semi-annual basis. Submission of claims on other-than-a-monthly basis is at the discretion of the employee's supervisor, who is responsible for verification and approval of the claim.
- (e) Claims should normally be processed within 10 working days of the date of submission.

(8) 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.