



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

PSAC Travel Policy Guidelines and Administration

PSAC TRAVEL POLICY, GUIDELINES AND ADMINISTRATION

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C. PSAC Travel Policy, Procedures and Administration Summary

This summary is intended to provide assistance in finding information required by the traveller or staff person administering the policy. As a summary, it should be noted that all information in the policy is not captured here. For example, in 1.3 PSAC Travel Agent Information, the summary indicates that this section of the policy will provide you information on who to contact, emergency numbers, etc. The actual and complete information is found in the general text.

Section 1 – Introduction

1.1 Policy statement ([link](#))

- Ensure consistent and fair treatment of PSAC members and staff (travellers)
- Allows for reimbursement of reasonable expenses as provided for in the policy
- Requires that all travel, including exceptions is pre-authorized

1.2 Application

- All travellers on authorized PSAC business
- Applies to travellers in travel status for up to four months

1.3 PSAC Travel Agent Information

- Who to contact, emergency numbers, etc.
- All air and rail travel booked using the Travel Agent
- All car rentals and hotel reservations booked thru Travel Agent
- Client profile: For frequent travellers to facilitate travel arrangements
- Enquiries, problems, recourse: How to find information needed by travellers and how to resolve problems

Section 2 - How the Travel Policy Works

2.1 Authorization

- The PSAC is responsible for determining means of travel, class of transportation, accommodation in accordance with this policy

2.2 Responsibilities

- The PSAC is responsible for pre-authorization of travel, expense claims verification & approval, as well as ensures that arrangements are consistent with policy
- The traveller is responsible for obtaining authorization for travel, submitting completed & supported expense claims & is familiar with the PSAC travel policy

2.3 Travel advances

- Travellers shall, upon request, be provided with a travel advance

2.4 Insurance plans & Compensation

- Insurance in the event traveller becomes ill, is injured or dies while travelling on PSAC business. Coverage will be provided if injuries are sustained while traveling to union activities or as a result of participation to Union activities which include attending conferences, meetings, demonstrations

2.5 Gifts, hospitality and other benefits

- Claims cannot be made for services provided free of charge
- Travellers can collect, and use for personal purposes frequent flyer points

2.6 PSAC travel authorization & requisition for advance – Internal Form 36

- Form 36 contains specific information, including travel authorization number, budgetary codes, purpose, duration of trip, location to be visited, times and dates of arrival and departure, accommodations, car rentals, travel advance etc. required for travel authorization and approval

2.7 Receipts

- Original receipts must be attached to expense claims
- If claiming round trip taxi, toll or ferry fares only one receipt is needed
- Receipts are not required for meal allowances, incidental expenses, taxis under \$10, kilometric allowance, parking meters or tolls

2.8 Overpayments

- The PSAC is required to recover all overpayments made to travellers

2.9 Travel Beginning or Ending at the Workplace

- Reimbursements of travel costs between workplace and home

2.10 Travel Between Home and Another Destination

- Travel costs between home and destination other than workplace

2.11 Time Zone Changes, Fatigue

- Rest period of up to 10 hours may be approved

Section 3 – Transportation

3.1 Commercial transportation

- PSAC selects mode/class of travel on basis of cost, convenience , duration, safety and practicality
- PSAC may authorize alternate arrangements for specific events (e.g., conferences, conventions)
- Air travel is the normal mode of transportation for distances over 300 kms one way
- Travel Agent books commercial air, train transportation, car rental and hotel accommodation

3.2 Commercial Air Travel

- Air travel is the normal mode of transportation for distances over 300 kms one way
- The standard for air travel is the most economical class including advanced seating assignment on unionized carriers

3.3 Train

- When rail travel is authorized it should normally be by coach class. In certain circumstances business class travel may be considered with the approval of the appropriate signing authority. The Branch Director and/or Elected Officer will have the responsibility for approval of all business/executive class travel based on the recommendations from the Coordinator

3.4 Taxi

- Taxis may be authorized by the PSAC for PSAC business.
- All claims for taxi fares in excess of \$10.00 (one way) requires a receipt

3.5 Car Rentals (See Travel Authorization Form)

- Vehicles can be rented when economical and practical with PSAC approval.
- Vehicles should be rented through the PSAC Travel Agent
- Intermediate size vehicles to be used unless circumstances warrant a larger size
- Drop-off charges can be authorized where cost-beneficial (pre-authorized)
- Travellers should ensure sufficient collision damage waiver coverage is included for the entire rental period pertaining to PSAC business – the cost will be reimbursed by PSAC

3.6 Private Owned Motor Vehicle (POMV)

- Use of a private vehicle for transportation to and from the airport can be authorized based on practicality and costs; traveller is reimbursed the kilometric rate for the distance between home and airport
- If commercial transportation is not available or practical, the use of a private vehicle may be authorized
- A private vehicle can be used for trips where the distance does not exceed 300 kms one way

3.7 Traveller as a passenger in a private vehicle

- When authorized to travel as a passenger where the driver is not authorized to receive the rate, the traveller is entitled reimbursement at the kilometric rate. See Section 3.6 [\(link\)](#) and Section 3.8 [\(link\)](#) for guidelines on use of private motor vehicles or air fare equivalency rules which still apply
- When authorized to travel as a passenger to the carrier's terminal where the driver is not authorized to receive the rate, the traveller is entitled to reimbursement at the kilometric rate for a round-trip not to exceed the cost of a one-way taxi fare to and from the carrier's terminal
- When authorized to travel as a passenger where the driver is also an authorized traveller who may receive the rate, only one of the individuals is entitled to reimbursement of the kilometric rate. See Section 3.6 [\(link\)](#) and Section 3.8 [\(link\)](#) for guidelines on use of private motor vehicles or air fare equivalency rules which still apply

3.8 Air equivalency rules

- A traveller who chooses to use his/her privately owned motor vehicle to suit his/her own convenience for distances of more than 300 kms, one way, will be reimbursed for kilometric distance at the applicable rate including parking, up to the cost of the most economical airfare. Calculation of the cost of the most economical airfare includes the cost of the airfare (including seat selection) plus a flat rate of \$100.00 for ground transportation

3.9 Private Owned Motor Vehicle (POMV) Insurance

- If personal vehicle is being used it must have basic insurance coverage (cost covered in the kilometric allowance rates) and should include insurance for other passengers if used to carry passengers
- The PSAC is not financially responsible for privately owned vehicles except as above
- Where the vehicle is necessary as a PSAC condition of employment,

insurance costs will be reimbursed based on the terms in the applicable collective agreement

3.10 Parking

- Parking while in travel status will be reimbursed upon presentation of an original receipt, where the use of a vehicle has been authorized

3.11 Reimbursement for Infrequently Used Vehicles

- Where the PSAC requests a traveller to bring a private motor vehicle to the workplace, the traveller will be reimbursed

3.12 Travellers with Disabilities

- The PSAC will reimburse additional, reasonable and pre-authorized expenses related to the accommodation of a disability. Receipts are required

3.13 Illness While on Duty or in Travel Status

- Support for PSAC travellers who become ill

3.14 Death While in Travel Status

- Payment of necessary expenses for transportation

Section 4 – Accommodation

4.1 Reimbursement and standards

- PSAC selects accommodation for travellers. Priority will always be given to unionized properties
- Travellers are reimbursed the actual and reasonable expenses for commercial unionized accommodation, receipts are required
- If the traveller chooses alternate accommodation it must be unionized and at a reasonable cost. The PSAC will pay up to the cost of the authorized accommodations

4.2 Cancellations, guaranteed reservations and hotel overcharges

- If travel plans change, traveller should ensure reservations are cancelled through the PSAC Travel Agent or with the commercial establishment(s) directly, if not “no show” charges are the responsibility of the traveller

4.3 Private, non-commercial accommodation

- Travellers usually stay in commercial accommodation, however the PSAC will authorize a traveller to stay at a private, non-commercial location
- Travellers are reimbursed the costs in accordance with the PSAC Travel, Meal & Accommodation Rates

4.4 Accommodation within the traveller’s headquarters area

- Accommodation in the HQ area may be authorized under certain circumstances with advance approval

Section 5 – Meals, Incidentals and Other Expenses

5.1 General

- Meal allowance set by PSAC except as specified in collective agreements.
- Breakfast can be claimed if the traveller leaves home before 8 a.m. and dinner can be claimed if traveller arrives home after 6 p.m.
- A traveller is paid a meal allowance for breakfast, lunch and dinner, when applicable if the meal is not provided free of cost

5.2 Meals provided

- When a full meal is provided or included in the accommodation rate and the traveller chooses to eat elsewhere, the traveller is not reimbursed

5.3 Incidentals

- The PSAC determines the incidental expense allowance rate for travellers, except where specified in staff collective agreements
- Incidental expense allowance covers miscellaneous costs such as gratuities

5.4 Per diem (flat rate)

- A reasonable flat rate per diem may be paid in lieu of meal and incidental expenses, mileage rate, parking and taxi as authorized by the PSAC for specific events (such as PSAC Convention and Conferences)

5.5 Telephone calls

- While in travel status within Canada and the United States a traveller shall be reimbursed the costs for local and long-distance telephone calls for PSAC business
- For each night a traveller remains in overnight travel status they shall be reimbursed the cost of one five (5) minute long distance call. Related service charges shall form part of the cost of the call

5.6 Excess luggage & other related expenses

- A traveller shall be reimbursed costs incurred in transporting PSAC-owned equipment or materials at the excess luggage rate if the PSAC determines it is necessary to be taken on the trip
- Excess luggage rates for personal items will not be reimbursed
- A traveller who is in travel status for 10 nights or more may be reimbursed the excess luggage rates. Receipts are required
- Travellers shall be entitled to reimbursement of the cost of insurance to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the airline carrier.

Where coverage is not provided, traveller should submit statement from the carrier

5.7 Family care while in travel status

- Please see PSAC Family Care Policy ([link](#))

Section 6 – Extended Period in Travel Status

6.1 General

- This policy applies to PSAC staff on short term assignments in a different location from home or to members on union business such as negotiating teams where meetings are held over a number of weeks

6.2 Weekend Travel Home

- Provided the criteria are met a traveller in travel status who returns home over a weekend shall be reimbursed actual transportation costs up to the cost of maintaining the traveller in travel status (meals, accommodation, etc.)
- Weekend travel home provisions for travellers in extended periods in travel status are provided for conditions specified in this policy
- When a traveller is in travel status for a period of more than thirty (30) consecutive days where travel home every weekend is impractical (due to distance), provided that the traveller is in continuous travel status, the traveller may return home on average every third weekend

6.3 Alternative to weekend travel home

- Arrangements can also be made for a spouse/dependant to travel to the traveller should the traveller choose not to exercise the option to travel home

6.4 Other extended travel periods

- When a traveller is required to leave their headquarters area to live in another community for reasons of training or work assignments for less than two months, the traveller is considered to be in travel status
- Longer than two months, but less than four months, the traveller will be considered to be in extended travel status. Self-contained accommodation at weekly or monthly rental rates will be obtained

Section 7 – Travel Outside Canada

7.1 Scope

- This section includes those provisions that are unique to travel outside Canada and includes overseas travel

7.2 Approval

- Approval of travel outside Canada is delegated to the reporting Branch Director and/or Elected Officer

7.3 Accommodation

- Adequate accommodation at modest rates should be used. For information on overseas hotels contact the PSAC Travel Agency ([link](#))

7.4 Meals

- See meal rates as listed in 8.3 ([link](#))

7.5 Incidentals

- Paid according to the daily meal rates and incidental allowance at locations abroad found in section 8.3 ([link](#))

7.6 Other expenses

- The traveller shall be reimbursed the costs for local and long-distance calls for PSAC business
- The traveller is reimbursed for a 5 minute daily personal call
- Costs incurred for converting to foreign currencies and re-converted to Canadian currency shall be reimbursed based on receipts
- Insurance for travel outside Canada is covered under the provisions of this policy
- The traveller is reimbursed costs incurred for obtaining official passport or visa, required inoculations, vaccinations, X-rays and certificates of health

Section 8 – Forms, Guidelines, Resources

8.1 Meal and Incidental Rates

- Travel, meal and accommodation rates are set by the PSAC and reviewed on a regular basis. The current rates can be found 8.1([link](#))

8.2 Kilometric rates

- Kilometric rates are set by the PSAC and reviewed on a regular basis. The current rates can be found 8.2 ([link](#))

8.3 Meal and Incidental Rates for Travel Abroad

- Travel, meal and accommodation rates for travel abroad Canada are set by the PSAC and reviewed on a regular basis. The current rates can be found 8.3([link](#)).

8.4 Forms

- PSAC travel authorization and request for advance form, group travel form, special request forms, expense claims form and family care form can all be accessed by ([link](#))

8.5 List of unionized hotels and car rental agencies

- Canada-wide list of hotels and car rental agencies available to assist travellers in choosing unionized hotel through Travel Agent ([link](#))

8.6 Air fare differences

- Explanation of why and how fares vary and how to get the best rate ([link](#) to Travel Agent)

8.7 Definitions

- Definition of terms used in this travel policy

D. PSAC TRAVEL POLICY, GUIDELINES AND ADMINISTRATION

SECTION 1 – INTRODUCTION

1.1 Policy Statement

It is the policy of the PSAC to ensure consistent and fair treatment of all individuals who are required to travel on authorized PSAC business.

The provisions contained in this policy are mandatory except where otherwise specified in a collective agreement for PSAC employees. These provisions provide for the reimbursement of reasonable expenses incurred while travelling on PSAC business.

Unusual circumstances (i.e.: emergencies, accommodation of a disability, etc...) may require that exceptions be made to the policy. It is the signing authority's responsibility (unless otherwise stated in the policy that a Branch Director's or AEC Officer's approval is required) to ensure that the exception is initialled on the expense claim and in some cases that a brief explanation be provided for accounting and administrative purposes. The Financial Accounting section may request additional explanations and the signature of a Branch Director.

In keeping with PSAC policy, unionized suppliers and services and union-made products must be used whenever possible.

All travel, including exceptions, requires pre-authorization. The entitlements of the traveller will be determined in accordance with the provisions of this policy. The responsibility for the PSAC Travel Policy belongs with the PSAC Branch Directors and the AEC Officers.

This policy is subject to a review immediately following the PSAC National Convention or as determined by the Alliance Executive Committee (AEC). Any changes to the PSAC Travel Policy require approval by the AEC.

1.2 Application

This policy applies to all individuals who are required to travel on authorized PSAC business unless specifically stated otherwise within the policy.

Enquiries concerning the application of this travel policy to a particular travel situation can be directed to the appropriate PSAC Coordinators, to the Director of Finance or the Director of Administration, the Convention, Conferences and Project Officer or to PSAC Branch Directors for general advice or interpretation on the application of the Travel Policy.

1.3 PSAC Travel Agent

- All air and rail travel are to be booked by using the travel agency chosen by PSAC and charged to the PSAC Corporate Credit Card.
- All hotel and car reservations are to be booked using the PSAC travel agency and charged to the personal credit card of the traveller. If the traveller does not have a personal credit card, the traveller should contact the PSAC Coordinator or Director responsible for the travel for a credit card number to guarantee the reservation only. The traveller is then responsible for the payment of hotel and/or car expenses and is reimbursed through the travel expense claim.
- Personal travel can be booked through the PSAC Travel Agency but must be charged to a personal credit card.

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1.3.1 Client Profile

A client profile form is necessary for each frequent traveller in order to save time when making their bookings. Individuals who occasionally travel on authorized PSAC business do not need a profile. If a travel profile is not completed, the Travel Agent will request the information directly from the traveller, for example, seating preferences, special service requests, frequent travel program information, etc.

Please note personal credit card information may be requested as economy air and train fares only may be charged to the PSAC's account. The travel agent requires the traveller's credit card number to guarantee hotel reservations or for charging personal travel. The card name, number and expiration date are required. All information is kept confidential and is protected under the Travel Agent's privacy policy [\(link\)](#).

1.3.2 Travel Problems

Due to the amount of travel that PSAC incurs inevitably the possibility of problems and complaints exist. All problems and complaints should be fully documented in writing and sent by email to travelcom@psac-afpc.com and copy to the PSAC Convention, Conferences and Project Officer and to the Director of Finance and the Director of Administration.

To assist the PSAC and the Travel Agent in responding to queries, the following information should be included:

- Date of reservation and name of PSAC contact who made reservation
- Name of travel agent who made reservation
- Copy of fax of PSAC Travel Authorization Form with TA Code # sent to travel agent and date sent
- Travel Agent Itinerary
- Travel Itinerary/invoice
- Clearly outline the details of the situation
- Ask for a response in writing

SECTION 2 – HOW THE TRAVEL POLICY WORKS

2.1 Authorization

2.1.1 It is the PSAC's responsibility to determine, when, where, by whom and by what means of travel will be undertaken and to select the mode and class of transportation and the accommodation to be used, subject to the provisions of this policy. All travel must be pre-authorized.

2.1.2. Individuals travelling on PSAC business are entitled to transportation and accommodation that is comfortable and of good quality. Allowance, rates, reimbursements and conditions of payment shall be sufficient to meet reasonable, legitimate expenses that are necessarily incurred as a result of the requirement to travel. In exceptional travel situations, when a person is confronted with unusual costs, actual and reasonable expenses may be reimbursed.

2.1.3 It is the responsibility of the person authorizing travel and the traveller to be familiar with this policy. Any questions regarding the application of this policy should be reviewed with the person authorizing the travel.

2.1.4 As a general rule, on a normal working day, travel is to commence from the traveller's headquarters area.

2.1.5 For travel of distances over 100 kms or when using commercial transportation and/or when overnight accommodation is required, a PSAC Travel Authorization and Requisition for Advance - Form 36, shall be completed. See 8.4.1 sample form.

2.1.6 For staff whose employment contract specifies the use of their privately owned motor vehicle (POMV), who receive a car allowance, and who have their activity reports authorized in advance, are exempt from completing Form 36, for POMV travel considered as part of their daily duties.

2.1.7 Should a change in itinerary on route occur or if emergency travel is required, where pre-authorization is not possible, approval will be in accordance with the PSAC Travel Policy.

2.1.8 Where travel is continuous in nature, the authorization may be provided

monthly. Example: unusual circumstances such as short term relocation.

2.1.9 Approval of all changes from the pre-authorized travel arrangements, such as adjustments to itinerary, changes in mode of transportation, revisions to work schedules that affect, for example, weekend travel home, and alterations to overnight accommodation arrangements should be obtained in advance.

2.1.10 An explanatory note concerning items not pre-authorized or changes to pre-authorized items should be attached to the expense claim or a notation made on the claim.

2.2 Responsibilities

2.2.1 The PSAC:

- determines whether travel is necessary;
- ensures that this policy is available to all PSAC travellers;
- ensures that the selection and reservation of appropriate arrangements (transportation, accommodation, advances, etc.) are consistent with the provisions of this policy.
- pre-authorizes travel on the applicable form; and
- verifies and approves travel expense claims on the applicable form.

2.2.2 The traveller is responsible for:

- being familiar with the PSAC Travel Policy;
- obtaining authorization prior to travel;
- submitting fully completed travel expense claims on the applicable form with necessary supporting documentation, original receipts and explanations of changes as required;
- submitting travel expense claims within 10 working days after completion of the travel, whenever possible.
- the safeguarding of travel advances and funds provided.

2.3 Travel Advances

Travellers on PSAC business shall, upon request be provided with a travel advance to cover travel expenses not paid directly by the PSAC. (See 2.6 for further information regarding PSAC travel authorization.)

2.4 Insurance Plans and Compensation

2.4.1 In the event that a traveller becomes ill, is injured or dies while travelling on PSAC business, the traveller or, where applicable, the traveller's dependants may be provided with additional protection, subject to the terms and conditions of the following authorities. Coverage will be provided if injuries are sustained while traveling to union activities or as a result of participation to Union activities which include attending conferences, meetings, demonstrations.

- PSAC Travel Accident Insurance
- Diners Club International Comprehensive Travel Insurance

See Section 3.5 for car rental and Section 3.9 for insurance for privately owned vehicles.

2.4.2 When travelling outside Canada, the cost of additional health insurance (if not provided by the Employer) may be reimbursed.

2.5 Gifts, Hospitality and Other Benefits

2.5.1 Coupons, vouchers or other benefits such as accommodation, which are received due to delays, can be used by the traveller. Claims should not be made for any such benefits that have been provided free of charge to the traveller. The appropriate explanations should be written on the expense claim or an accompanying document.

2.5.2 While on PSAC official business travel, travellers can collect and redeem benefits from airline Travel Loyalty Program(s) (TLP) also known as Frequent Flyer Points. These benefits can be used for personal purposes. It should be noted that these points are a taxable benefit and the personal responsibility of the individual to report.

2.6 PSAC Travel Authorization & Requisition for Advance-Internal Form 36

2.6.1 The PSAC Travel Authorization and Requisition for Advance - Form 36 contains the following information:

- the travel authorization number (if applicable) and budgetary codes;

- the purpose and duration of the trip;
- the location to be visited;
- the dates and times of arrival and departure;
- any pre-paid transportation, meals or accommodation;
- the modes and classes of transportation authorized;
- vehicle rental authorization, including vehicle size;
- the amount of the travel advance authorized;
- the types of accommodation, locations and daily rate;
- other projected expenses involved, e.g., weekend travel home; and, any special arrangements.

2.7 Receipts

2.7.1 Original receipts must be attached to the expense claim form to support all travel expenditures, including transportation ticket stubs.

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

2.7.3 If a traveller is claiming **return** taxi, toll or ferry fares, he/she should submit a receipt for the return portion. However, one receipt is sufficient proof of payment, if the traveller attaches a receipt to his/her claim and indicates on the expense claim form that the amount being claimed is the fare times two (e.g. \$25 x 2 = \$50). Should the receipt for the return fare be in excess of the amount reimbursed an additional claim may be submitted for the additional amount of the return fare.

2.7.4 The only expenses for which receipts are not required are as follows:

- meal allowances (unless otherwise specified);
- incidental expense allowances;
- taxis utilized for which the cost is \$10.00 or less;
- kilometric allowance;
- parking meters or tolls.

2.8 Overpayments

The PSAC is required to recover all overpayments made to travellers.

2.9 Travel Beginning or Ending at Workplace

When a period in travel status begins or ends at the workplace, the traveller may incur extra travel costs on the first and/or last day because the regular workplace/home commuting pattern is disrupted. Accordingly, the traveller shall be reimbursed for reasonable transportation costs incurred between the residence and the workplace.

2.10 Travel between Home and another Destination

When a traveller is authorized to proceed on PSAC business within the headquarters area, other than the workplace, the cost of taxi or transportation shall be paid at the PSAC kilometric rate found in 8.2 ([link](#)) and/or as specified in the applicable collective agreement for the distance between the workplace and the business destination.

2.11 Time-zone changes, fatigue

To alleviate fatigue caused by time-zone changes or overnight travel, a suitable rest period of up to 10 hours may be allowed between the time the traveller arrives at the destination (home, hotel, event site) and the time the traveller is required to report for work. Significant time zone differences may be given further consideration.

SECTION 3 – TRANSPORTATION

3.1 Commercial Transportation

3.1.1 The selection of the mode and class of commercial transportation is made by the PSAC on the basis of cost, convenience, duration, safety and practicality. The PSAC may authorize alternate arrangements for specific events (example: Convention, Conferences, etc.) for these reasons.

3.1.2 Commercial air transportation is the normal method of travel for distances in excess of 300 kms (one way) for the reasons cited in Section 3.1.1. When travel by commercial air carrier presents significant inconvenience, or is not deemed practical by the PSAC, in terms of overall costs, the use of a privately owned motor vehicle (POMV) may be authorized. A traveller may also request to travel via POMV; if pre-authorized the cost should not exceed the airfare/train equivalency as per Section 3.8.

3.1.3 Trips of less than 300 kilometres (one way) are not normally authorized via commercial air transportation. Instead commercial ground transportation should be considered where it is available, convenient and more economical.

3.1.4 The PSAC Travel Agent is used for booking commercial air and train transportation, car rental and hotel accommodations, unless otherwise authorized.

3.1.5 When commercial transportation by air or train is authorized, the PSAC Travel Agent will provide the traveller with the necessary prepaid electronic tickets.

3.1.6 When commercial transportation other than by air or train is authorized and used, the traveller shall be reimbursed actual and reasonable transportation costs based on receipts.

3.2 Commercial Air Travel

3.2.1 All reservations for commercial air travel should be booked through the PSAC Travel Agent. Air transportation should be used for distances in excess of 300 kms (one way).

3.2.2 If access to the PSAC Travel Agent is unavailable or, where it is not possible to use the services of the PSAC Travel Agent, a traveller will be reimbursed the actual and reasonable commercial air transportation costs based on receipts. In these circumstances tickets should be purchased directly from the carrier rather than through a travel agent. Pre-approval is still required for such travel.

3.2.3 The standard for air travel is the most economical class including advanced seating assignment on unionized carriers. Please note significant savings can be realized on both domestic and international flights if booked as far in advance as possible.

3.2.4 Reimbursement of transportation costs for airfare and accommodation to an alternate location for personal reasons will not be reimbursed. However, it will be considered if it is more effective and pre-authorized.

3.2.5 Business/Executive Class air travel may be authorized in exceptional circumstances where continuous air travel exceeds 9 hours. The Branch Director and/or Elected Officer will have the responsibility for approval of all business/executive class travel based on the recommendations from the Coordinator.

3.2.6 Changes to itinerary for air transportation are costly. If changes being made are for personal reasons, the change fee must be paid by the traveller except in cases where the change fees are the results of unusual circumstances, emergency situations or business requirements beyond the control of the traveller. Such changes and exceptions require the authorization of the responsible signing authority.

3.3 Train

3.3.1 When rail travel is authorized it should normally be by coach class. In certain circumstances business class travel may be considered with the approval of the appropriate signing authority. The Branch Director and/or Elected Officer will have the responsibility for approval of all business/executive class travel based on the recommendations from the Coordinator.

3.4 Taxi

3.4.1 Taxis may be used when other more economical alternatives such as local transit, airport service or private vehicles are unavailable or impractical.

3.4.2 All claims for taxi fares in excess of \$10.00 (one way) require a receipt.

3.4.3 While in travel status taxi fares shall be reimbursed to and from the carrier's terminal to the traveller's permanent residence or place of work.

3.5 Car Rentals (See Travel Authorization Form)

3.5.1 Rental vehicles may be pre-authorized where this mode of travel is economical and practical. The traveller is responsible for providing the reasons for the rental and the cost savings. See Section 3.6 [\(link\)](#) and Section 3.8 [\(link\)](#) for guidelines on use of private motor vehicles or air fare equivalency rules which still apply.

3.5.2 Travellers should use the PSAC Travel Agent for reservations and rentals. The PSAC Travel Agent reserves cars with unionized companies whenever possible and at preferred rates. Only the authorized traveller should be registered as the driver on the car rental agreement.

3.5.3 An intermediate vehicle is the usual standard. Higher vehicle categories may be pre-authorized where the bulk or weight of the goods to be transported, or an extenuating circumstance warrants the authorization of a higher vehicle category (such as unsafe road conditions or if two or more passengers have been authorized to travel together).

3.5.4 In an emergency, where the Travel Agent cannot book car rentals, travellers should deal directly with unionized car rental companies wherever possible.

3.5.5 If the rental charges are higher than those obtained by the PSAC Travel Agent an explanation should be provided on the travel claim. Drop-off charges will be authorized where it is cost beneficial and should be pre-authorized.

3.5.6 Travellers shall ensure that sufficient collision damage waiver coverage is included for the entire period that a car is rented for PSAC business. The cost will be reimbursed by the PSAC.

3.5.7 Gasoline expenses will be reimbursed by the PSAC with receipts.

3.6 Privately Owned Motor Vehicle – POMV

3.6.1 When a traveller is pre-authorized to proceed on PSAC business, travel between home and a carrier's terminal, taking into consideration the necessary luggage involved, shall be by the most economical and practical means. Use of private vehicles shall be reimbursed at the PSAC kilometric rate (see 8.2 [link](#)) for the portions driven by the traveller, plus parking charges where it is cost-effective to leave a private vehicle at the public carrier's terminal during the period of absence.

3.6.2 Travellers who are beginning or ending a period in travel status and are authorized to drive a privately owned motor vehicle to and from the carrier's terminal, such as an airport, shall be reimbursed the kilometric rate specified up to the distance between their home and the carrier's terminal.

3.6.3 Travellers may use their own vehicles for trips where the distance does not exceed 300 kilometres one way. (Please note 3.1.1 where alternate arrangements are authorized for specific events such as Convention and Conferences, etc... where other commercial transportation such as train would be the approved mode of transportation and use of POMV would be up to most economical train fare).

3.6.4 When commercial transportation is not available or practical, a privately owned motor vehicle, may be authorized where this method is practical and economical. Payments in excess of those normally incurred such as road, ferry, bridge, tunnel tolls and parking charges shall be reimbursed based upon receipts. When a privately owned motor vehicle is the approved method of travel, claims for taxi fares are not normally authorized.

3.6.5 In the interests of safe driving, when privately owned motor vehicles are authorized, travellers should 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 traveller has not worked.

3.6.6 The PSAC determines the kilometric allowance rates for PSAC travellers. The kilometric allowance rates are subject to PSAC review and authorization. PSAC kilometric rates can be found in Section 8.2 ([link](#)). The kilometric allowance rate payable is the rate applicable to the province or territory where the vehicle is registered.

3.6.7 Travellers are required to use the most direct routes and claim for distances driven while on PSAC business travel (from the authorized point of departure to the destination and return and any other distances driven on PSAC business at the destination).

3.7 Traveller as a Passenger in a Private Vehicle

3.7.1 Travellers may arrange to have another person drive them to, or pick them up from a public carrier's terminal. In either case, the amount claimable must be based on the most direct road route and each round trip cost claimed cannot exceed the one-way taxi fare to and from the carrier's terminal. Kilometric rates can be found in Section 8.2 ([link](#)).

3.7.2 When a traveller is authorized to travel as a passenger in a private vehicle to his or her destination, where the driver is not eligible to claim a kilometric allowance, the authorized traveller is entitled to reimbursement of the kilometric rate (Section 8.2 ([link](#))). See Section 3.6 ([link](#)) and Section 3.8 ([link](#)) for guidelines on use of private motor vehicles or air fare equivalency rules which still apply.

3.7.3 When a traveller is authorized to travel as a passenger in a private vehicle to his or her destination, where the driver is also an authorized traveller who is eligible to claim a kilometric allowance, only one individual is entitled to claim reimbursement for the kilometric rate (Section 8.2 ([link](#))). See Section 3.6 ([link](#)) and Section 3.8 ([link](#)) for guidelines on use of private motor vehicles or air fare equivalency rules which still apply.

3.8 Air Fare Equivalency Rules

3.8.1 A traveller who chooses to use his/her privately owned motor vehicle to suit his/her own convenience for distances of more than 300 kms, one way, will be reimbursed for kilometric distance at the applicable rate plus parking, up to the cost of the most economical airfare. Calculation of the cost of the most economical airfare includes the cost of the airfare (including seat selection) plus a flat rate of \$100.00 for ground transportation.

3.8.2 The traveller authorized to travel by private vehicle shall be entitled to claim expenses, salary entitlement and meals in accordance with rates specified in Section 8.1 for the period of the absence that would have been necessary had commercial transportation been used.

3.8.3 In addition, upon presentation of proof of payment, a traveller is entitled to be reimbursed for reasonable expenses necessarily incurred for accommodation and transportation as applicable under this policy, provided that the total reimbursement to the traveller/passenger under this subsection does not exceed the cost of appropriate commercial transportation.

3.9 Privately Owned Motor Vehicles – Insurance

3.9.1 To ensure that travellers are adequately protected, privately owned motor vehicles used on PSAC business shall, as a minimum, have basic insurance coverage (see definition in Section 8.6 [link](#)). The cost of this insurance is provided for in the kilometric allowance rates. The traveller is responsible for having sufficient insurance coverage at all times.

3.9.2 Travellers should also ensure that their insurance covers any other PSAC travellers in the car.

3.9.3 The PSAC assumes no financial responsibility for privately owned motor vehicles other than paying the authorized kilometric allowance rate. The PSAC is not responsible for reimbursing deductible amounts related to insurance coverage.

3.9.4 In specific instances, when the use of a vehicle is necessary for as a condition of employment for PSAC staff, insurance costs will be reimbursed based on the terms of the applicable collective agreement. The coverage shall be cancelled when no longer required, upon written notification by the PSAC. A refund of the unexpired premium and the resulting refund should be remitted to the PSAC.

3.10 Parking

3.10.1 Self- Parking costs will be reimbursed upon presentation of an original receipt, where the use of a vehicle has been approved.

3.11 Reimbursement for infrequently used vehicles

3.11.1 When the PSAC requests a traveller to bring a private motor vehicle to the workplace, or to travel to a destination within the headquarters area, other than the workplace, which is further distant from the residence than it is from the workplace, and the traveller has demonstrated to the PSAC that a private motor vehicle is not the traveller's normal mode of travel to the workplace, the traveller shall be reimbursed the kilometric rate for the most direct road route between the residence and the destination up to a maximum of 16 kilometres each way, at the rate specified in 8.2 ([link](#)). Necessary parking charges may also be reimbursed. Where a private motor vehicle is the traveller's normal mode of travel to the workplace rates in 8.2 apply ([link](#)).

3.12 Travellers with Disabilities

3.12.1 Where a traveller with a disability incurs additional expenses related to the accommodation of that disability, the PSAC will reimburse these expenses provided they are reasonable and pre-authorized. Receipts are required.

3.13 Illness While on Duty or in Travel Status

3.13.1 Payment for the use of a suitable conveyance, such as an ambulance or taxi, shall be authorized where a traveller becomes ill or is injured while on duty or while in travel status when, in the opinion of the PSAC, a qualified First Aid Attendant or the attending physician, the nature of the illness or injury requires that the traveller be transported to a medical treatment facility, from the accommodation occupied while in travel status.

3.13.2 A traveller shall be reimbursed the necessary expenses incurred as a result of illness or accident occurring while in travel status, to the extent that the expenses were additional to those which might have been incurred had the traveller not been absent from home, and which were not otherwise payable to the traveller under an insurance policy, or other authority.

3.13.3 A traveller who becomes ill or is injured while in a foreign country will, where practical, be provided with a justifiable, accountable advance when incurring sizeable medical expenses. Such advances would subsequently be repaid to the PSAC under the traveller's private insurance plans, or other authority.

3.13.4 When, in the opinion of the attending physician, a traveller's condition resulting from illness or injury while in travel status warrants the presence of the next-of-kin or a representative of the family, actual and reasonable travel expenses in accordance with this policy may be reimbursed, subject to the PSAC's approval.

3.13.5 A traveller in travel status in Canada or the continental United States may be authorized to return to the headquarters area as a result of personal illness or accident, when, in the opinion of a physician, the traveller is advised to return home or in the event of emergency situations at home (e.g., serious illness). Staffing interviews, appeals, grievances, adjudication hearings and other less-than-urgent situations shall not constitute emergencies.

3.14 Death While in Travel Status

3.14.1 If a traveller dies while in travel status, the PSAC 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. Included in the expenses payable under this article are:

- at the place where death occurred: ambulance, hearse, embalming, outside crate (but not the cost of a coffin) and any other services or items required by local health laws, and
- 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 law requires the attendance of an escort.

3.14.2 Where the remains are not transported, travel for next-of-kin or a representative of the family to the place of burial may be reimbursed in accordance with this policy, subject to the PSAC's approval.

SECTION 4 – ACCOMMODATION

4.1 Reimbursement and Standards

4.1.1 It is the responsibility of the PSAC to select accommodation for travellers. The traveller shall be reimbursed for actual and reasonable expenses for commercial unionized accommodation. Receipts are required for payments in commercial accommodation.

However, unless work-related reasons require the use of specific accommodation, a traveller's request for other commercial or non-commercial accommodation shall be considered in advance by the PSAC.

4.1.2 It is the responsibility of the traveller to identify himself or herself as a PSAC traveller in order to ensure the most economical and unionized rate for commercial accommodation is provided.

4.1.3 A list of commercial unionized accommodation is available on the PSAC Travel Agent's web site and Section 8.4.

4.1.4 The PSAC Travel Agent must be utilized for reserving hotel accommodations.

4.1.5 When the traveller chooses alternate commercial accommodation from that designated by the PSAC, the hotel must be unionized. The PSAC will pay the alternate hotel cost up to the maximum of the cost of the authorized accommodation.

4.1.6 Written complaints regarding hotel standards may be forwarded to TRAVCOM @PSAC.AFPC.com and to the PSAC's Convention, Conferences and Project Officer.

4.2 Cancellations, Guaranteed Reservations and Hotel Overcharges

4.2.1 When travel plans change and the accommodation will not be required; the traveller shall ensure that reservations are cancelled through the PSAC Travel Agent or directly with the commercial establishment(s). Proof of cancellation should be obtained (i.e., cancellation number and agent's name) and recorded for possible future use.

4.2.2 It is the responsibility of the traveller to cancel reservations to avoid “no-show” charges. When circumstances beyond the traveller’s control prevent the traveller from cancelling the reservation, the “no-show” charges may be reimbursed by PSAC.

4.2.3 It is the traveller's responsibility to question the commercial establishment when the rate charged is in excess of the negotiated rates or as quoted by the PSAC Travel Agent.

4.3 Private, Non-Commercial Accommodation

4.3.1 Although travellers generally stay in commercial accommodation, the PSAC will authorize a traveller to make arrangements for private, non-commercial accommodation. A traveller who makes such arrangements shall be reimbursed an amount in accordance with the PSAC Travel Policy – Section 8.1 for each night this accommodation is occupied in Canada or abroad (US\$ in the United States). The total cost of the private, non-commercial accommodation rate plus appropriate and economical local ground transportation should not exceed the commercial accommodation costs that would otherwise have been authorized.

4.4 Accommodation within Headquarters Area

4.4.1 Reimbursement for overnight accommodation within a traveller's headquarters area shall be authorized in certain circumstances subject to prior approval. Examples may include accommodation for such purposes as in-residence conferences, meetings, training courses and collective bargaining sessions that require travellers to remain on site.

SECTION 5 – MEALS, INCIDENTALS AND OTHER EXPENSES

The PSAC sets the meal allowance rates which are subject to PSAC review and authorization. The PSAC meal allowance rates can be found in 8.1 ([link](#)).

5.1 General

5.1.1 The meal allowance rates contained in this policy are based on the consumption of meals in restaurants and are directed at travellers who are in travel status away from the vicinity of their headquarters area.

Breakfast can be claimed if traveller leaves home before 8 a.m. Dinner can be claimed if traveller arrives home after 6 p.m.

5.1.2 Meal allowance rates for locations in Canada and the continental United States are found in 8.1 ([link](#)). To ensure that these rates remain adequate, they will be reviewed and, if warranted, adjusted based on changes in costs.

5.1.3 For each day or part day in travel status where overnight accommodation is authorized, a traveller shall be paid a meal allowance for each breakfast, lunch and dinner when applicable, if the meal was not provided free of cost to the traveller. When this allowance is paid, no additional amount may be claimed for meals, or for gratuities associated with meals.

5.1.4 For each day that the traveller is out of the office on PSAC business, the appropriate meal allowances will be paid. No additional amount may be claimed for meals, or for gratuities associated with meals. Receipts are not required.

5.2 Meals Provided

5.2.1 When a full meal is provided, or included in the accommodation rate, the traveller shall not claim nor be reimbursed the meal allowance if, as a matter of personal preference, the traveller chooses to eat elsewhere.

5.2.2 Travellers whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers and air carriers, provided that adequate advance notice of the special requirement is given.

5.3 Incidentals

5.3.1 The PSAC determines the incidental expense allowance rate, for PSAC travellers and these rates are subject to PSAC review and authorization. The PSAC's incidental expense allowance rate can be found in 8.1 ([link](#)).

5.3.2 When overnight accommodation is authorized and used, a traveller shall be paid an incidental expense allowance that covers a number of miscellaneous expenses, including the cost of gratuities, for each day or part day in travel status as follows:

- when a traveller visits locations in Canada and the United States on the same day, the incidental expense allowance paid shall be that for the location where the day commences;
- for extended periods in travel status of two months or more, the incidental expense allowance is included as part of the appropriate meal allowance rate and hence, are not reimbursed separately.
- when compulsory overnight accommodation is required between the traveller's point of departure and final destination (note: the incidental expense allowance is not paid where, for example, a late-night flight arrives in the traveller's headquarters area after midnight).

5.4 Per Diem (flat rate)

A reasonable per diem flat rate may be paid in lieu of meal and incidental expense allowances, kilometric distances, parking, and taxi. The amount of per diem and the items to be included are authorized by the PSAC for each event.

5.5 Telephone Calls

5.5.1 A traveller on travel status within Canada and the continental United States shall be reimbursed the extra costs incurred for local and long-distance telephone calls for PSAC business. Any surcharges (i.e.: if calling from a hotel), will be reimbursed. Receipts are required.

5.5.2 For each night a traveller remains in overnight travel status they shall be reimbursed the cost of one five (5) minute long distance call. Related service charges shall form part of the cost of the call.

5.6 Excess Luggage & Other Related Expenses

5.6.1 A traveller shall be reimbursed costs incurred in transporting PSAC-owned equipment or materials at excess luggage rates, if the PSAC determines that it is necessary for the equipment or materials are to be taken on the trip. Receipts are required.

5.6.2 Excess luggage rates for personal items will not be reimbursed.

5.6.3 A traveller who is in travel status for 10 nights or more may be reimbursed the excess luggage rates. Receipts are required.

5.6.4 Travellers shall be entitled to reimbursement of the cost of insurance to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the airline carrier. Where coverage is not provided, the traveller should submit statement from the carrier.

5.7 Family Care While in Travel Status

Please see the PSAC Family Care Policy. See Section 8.4.8. [\(link\)](#).

SECTION 6 - EXTENDED PERIODS IN TRAVEL STATUS

6.1 General

6.1.1 This policy applies to PSAC staff on short term assignments in a different location from home or to members on union business (i.e.: negotiating teams) over a number of weeks.

6.2 Weekend Travel Home

6.2.1 A traveller who is in travel status that extends through or beyond a weekend is eligible for weekend travel home provisions subject to pre-authorization and the provisions contained in this policy. Weekend travel home is intended to remove the hardship of absence from home.

Authorization will be based on the following criteria:

- a) work schedule permits the traveller to be absent; and
- b) appropriate private or public transportation is available and its use is both practical and reasonable.

6.2.2 Provided that the requisite criteria are met, a traveller in travel status who returns home over a weekend shall be reimbursed actual transportation costs up to an amount not exceeding the greater of the cost of maintaining the traveller in travel status (i.e., accommodation, meals and incidental expense allowances, telephone calls home).

6.2.3 When a traveller is in travel status for a period of more than thirty (30) consecutive days where travel home every weekend is impractical (due to distance), provided that the traveller is in continuous travel status, the traveller may return home on average every third weekend.

The traveller will be reimbursed the most economical return airfare, the necessary ground transportation to and from the carrier's terminal and applicable meals. Meals and incidentals at weekend destination (i.e.: home) will not be reimbursed.

6.2.4 When the traveller plans to be away for the weekend from the travel location, the traveller is responsible for cancelling hotel arrangements at the travel location.

6.2.5 Provided that the traveller is not required by the PSAC to remain at the duty travel location, a traveller may choose to spend the weekend at an alternate location. In order to be eligible for reimbursement, the traveller shall cancel charges for accommodation (and meals provided on-site) at the duty travel location, provide a receipt for alternate commercial accommodation and be eligible for reimbursement up to the amount that would have been incurred if the traveller had remained at the duty travel location.

6.3 Alternative to Weekend Travel Home

6.3.1 As an alternative to weekend travel home by the PSAC authorized traveller, their spouse/dependant may be authorized to travel to the PSAC traveller's assigned work location, provided that the provisions contained in the Travel Policy are met.

The transportation expenses (airfare and ground transportation) incurred by the spouse/dependant for a round trip to the traveller's travel location will be reimbursed. Such travel should be booked through the PSAC Travel Agent. Receipts are required, and the cost incurred by the other person for this round trip must be equal to or less than the round trip cost if the traveller had exercised the option of returning home.

The PSAC will only cover transportation costs for spouse/dependant and will not be responsible for any other expenses incurred by this individual.

6.4 Other extended travel periods

6.4.1 There are situations where the traveller is required to leave their headquarters area for a number of months to live in another community for reasons of training or work assignments

6.4.2 When the period of stay at another location or at successive locations is two months or less, the traveller will be considered to be in travel status.

6.4.3 When the period of stay at another location or at successive locations is in excess of two months the traveller will be considered to be in extended travel status and appropriate arrangements will be made by the PSAC for suitable self-contained accommodation obtainable at weekly or monthly rental rates.

6.4.4 For periods in travel status of two months or more, incidental expenses are reimbursed as part of the meal rate (Per Diem).

SECTION 7 – TRAVEL OUTSIDE CANADA

7.1 Scope

Section 7 includes only those provisions that are unique to travel outside Canada and overseas travel. The general policy also applies to these travel situations except as outlined in this Section.

7.2 Approval

Approval of travel outside Canada is delegated to reporting Branch Director and/or Elected Officer.

7.3 Accommodation

Overseas hotels are listed in the “Other Countries” section of the PWGSC Hotel and Car Rental Directory and are provided strictly for information. Only those establishments that provide adequate accommodation at reasonable rates should be used. Where accommodation is available at establishments that are not listed but offer more competitive rates, the use of such accommodation is encouraged. [\(link\)](#).

7.4 Meals

7.4.1 Daily meal allowances apply to each full day in travel status and recognize that travellers are often restricted to the vicinity of the major hotels and related higher restaurant meal costs. The authorized rate is the established rate for the travel location and such rate has already been converted for Canadian currency rate.

7.4.2 Meals taken during part days in travel status are reimbursed in accordance with the individual meal rates as outlined in the PSAC international meal and incidental allowance rates in 8.3 [\(link\)](#).

7.4.3 Private, Government, Self Contained, Non-Commercial Accommodation

When a traveller occupies private, government, PSAC, non-commercial or self-contained accommodation while travelling on official PSAC business to a location abroad for which an authorized meal allowance has been established, an amount equal to 100 per cent of that allowance shall be paid.

7.4.4 Unspecified Rates

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.

7.5 Incidentals

7.5.1 The incidental expense allowance paid shall be based on the foreign meal allowances as outlined in Section 8.3 ([link](#)), as appropriate, or actual and reasonable costs where no meal allowances are listed for a given country. Incidentals are calculated based upon meal allowances paid for each day or part day in travel status where sleeping accommodation is authorized. When incidentals are claimed, no additional amount may be claimed for gratuities.

7.6 Other Expenses

7.6.1 A traveller on travel status outside Canada shall be reimbursed the costs incurred for local and long-distance telephone calls necessarily placed as a result of PSAC business. Receipts are required for all calls placed while in this travel status.

7.6.2 The costs incurred in converting reasonable sums to foreign currencies and re-converting any unused balance to Canadian currency shall be reimbursed based on receipts. Where such receipts are not attached to the travel claim, the average of the Bank of Canada currency exchange rates shall apply, based on a random sample of days in travel status selected by the PSAC. However, where a traveller has not provided receipts for travel in a country where a recognized tourist rate of exchange exists, this rate shall be used as the basis for calculating the reimbursement of expenses.

7.6.3 Insurance for travel outside Canada, such as that offered by private insurance agencies is required and will be reimbursed.

7.6.4 The cost of additional insurance purchased voluntarily by the traveller shall not be reimbursed.

7.6.5 Travellers shall be entitled to reimbursement of the cost of insurance to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the airline carrier. Where coverage not provided, traveller should submit statement from the carrier.

7.6.6 When a traveller is required to proceed outside Canada on authorized PSAC business, the PSAC shall reimburse costs for obtaining an appropriate official passport or visa, and any required inoculations, vaccinations, X-rays and certificates of health, at no expense to the traveller.

SECTION 8 – FORMS, GUIDELINES, RESOURCES

8.1 PSAC Rates - Meal & Incidental allowances

8.2 PSAC Kilometric rates

8.3 Daily meal rates at locations abroad

8.4 Forms

In this section you will find:

- 8.4.1 PSAC Travel Authorization and Request for Advance Form - 36
- 8.4.2 PSAC Travel Authorization and Request for Advance –
Group Travel Form - 221-01
- 8.4.3 Special Request - Travel Mode Form -222
- 8.4.4 Special Request – Travel Policy
- 8.4.5 Expense Claim Form - 165 (Members)
- 8.4.6 Expense Claim Form - 93 (Staff)
- 8.4.7 Regional Office Expense Claim Form - (CULE & UES non administrative
staff)
- 8.4.8 Family Care Expense Claim Form – 133
- 8.4.9 Organizing Expense Claim Form

8.4.1 PSAC Travel Authorization & Requisition for Advance – Form 36

**8.4.2 Group (+10) Travel Authorization and Advance Request Form
(SEE ATTACHMENT)**

8.4.3 SPECIAL REQUEST FOR PSAC TRAVELLERS - TRAVEL MODE Form 222

8.4.4 Special Request – Travel Policy

8.4.5 Expense Claim Form – 165 (Members)

8.4.6 Expense Claim Form 93 (Staff)

8.4.7 Expense Claim Form (CULE & UES, Non-Administrative Staff)

8.4.8 Family Care Expense Claim Form - 133

8.4.9 Organizing Expense Claim Form

8.5 Unionized Hotels & Car Rental Agencies(link to Travel Agent)
www.wetravel.net

8.6 Air Fare Differences

Why do various air rates vary within same period?

The following are examples of what can occur when one price is given by WE Travel and a lower price given by Air Canada the same day.

- Airlines only put a fixed amount of seats aside at discounted rates. Once these are all booked, you must go to the next highest fare. These seats are open to all airlines and travel agencies worldwide. WE Travel could look at the flights and availability and are shown only higher airfares available. The passenger could call the airline, and in the interim, discounted seats could become available as someone cancelled the seats they were holding (unusual but possible).
- The other scenario is that the airline introduces a seat sale but does not load the information in our computer systems until a couple of hours later, in which case we would only see the higher prices.
- The third option is the information given to the agency by the traveller is different (by time/date/etc.) than what is given to the airline. We do advise the traveller that a cheaper fare is possible if he/she wishes to travel at another time (earlier or later in the day).

The above situations occur on a regular basis except the seat sale scenario. WE Travel has in fact issued tickets the day after reservations at lower airfares as discounted seats became available throughout the 24-hour period.

Hopefully this will explain why and how different rates can sometime be obtained.

If you need more information, please feel free to contact:

Lorna Parent, General Manager, WE Travel e-mail: Lorna@WETRAVEL.net
Telephone: 1-888-676-7747 or local 613-232-9908 ([link](#))

8.7 Definitions

Air Fare Equivalent (AFE) means the amount paid to a traveller when he/she chooses to travel by privately owned motor vehicle for distances over 300 kms* one way, when commercial air transportation is available. The amount paid will be the kilometric distance at the applicable rate specified in Section 8.2 up to the cost of the most economical airfare.

Alliance Executive Committee (AEC) - is composed of the National President, the National Executive Vice President and the Regional Executive Vice Presidents.

Approval - means the person authorizing the travel expense claim.

Basic Insurance coverage – means private vehicle insurance coverage that includes travelling to and from work with minimum coverage of \$1 million public liability with deductible of \$100, comprehensive \$300 collision and accident benefit/property damage. These figures represent basic coverage at the time policy was written and is subject to change.

Business travel – means all travel authorized by the PSAC, and is used in reference to the circumstances under which the expenses prescribed in this policy may be paid or reimbursed from PSAC funds.

Commercial accommodation – means hotel or motel type of accommodation or a similar commercial establishment that provides lodging at an established rate.

Continuous travel – Period of uninterrupted travel between the traveller's initial point of departure and the final destination.

Dependent child - means an employee's or spouse's biological, legally adopted, under Aboriginal customs or stepchild who is unmarried, unemployed, dependent and under the age of 21 if not in full time attendance at an educational institution, otherwise under the age of 25 or no age limit if the dependent child has a permanent disability.

Economy – means the standard class of air travel, including special discount fares. It excludes first class and business/executive class or equivalents.

Exceptions - means unusual circumstances or special needs that have not been covered in this policy. The AEC, and/or the Branch Directors and/or the

Section/Regional Coordinator have the authority to approve exceptions and make individual decisions that are not covered in this policy.

Headquarters area– means an area surrounding the workplace having a radius of 16 kilometres, centered on the workplace.

Incidental expenses– includes 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, and other personal supplies and services, the costs of which can be attributed to a period in travel status, but for which no other reimbursement or allowance is provided under this policy.

Kilometric allowance - means the rate as indicated in Section 8.2 based on province of registration, payable for all authorized travel by motor vehicle.

Manager - means Section/Regional Coordinators and/or Branch Directors

Meal allowance - means the rate as indicated in Section 8.1, for breakfast, lunch, or dinner, except if different in a staff collective agreement.

Non-commercial accommodation and private non-commercial accommodation – means a private dwelling owned or rented by an acquaintance or relative with whom the traveller does not normally reside, campsites, or other accommodation where incidental expenses are minimal.

POMV - means Privately Owned Motor Vehicle.

PSAC – means the Public Service Alliance of Canada.

Receipt – means an original document or carbon copy or certified true copy showing the amount of expenditure, itemized where possible, the date and indicating proof of payment.

Reasonable expenses – means the specific, itemized expenses incurred, based on receipts, excluding alcoholic beverages, up to the amount determined by the PSAC to be justifiable under the circumstances.

Spouse means a person to whom an employee or member is legally married, or a person with whom an employee or member is cohabiting and who has been identified to the PSAC as the employee's spouse regardless of sex.

Travel Loyalty Program - Frequent Flyer points - means benefits offered by the travel industry for business or personal use.

Traveller – is used in this policy to designate both PSAC employees and members who travel on authorized PSAC business.

Travel status – means absence from the traveller's headquarters area on PSAC business travel.

WE Travel Service - is currently the Travel Agent Company that is utilized by the PSAC. They are a unionized travel agency.

Workplace – is the location at or from which a traveller ordinarily performs the duties of his or her position and, in the case of a traveller whose duties are of an itinerant nature, the actual building to which the traveller returns to prepare and/or submit reports, etc., and where other administrative matters pertaining to the traveller's employment are conducted.