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## NPP TRAVEL POLICY

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## **NPP TRAVEL POLICY**

### **INTRODUCTION**

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**DATE OF ISSUE :** Version 1.0, 3 August 2021

**SUPERCESSION:** NPP TRAVEL DIRECTIVE, 1 August 2018

#### **APPLICATION**

This policy applies to the Staff of the Non-Public Funds, Canadian Forces (SNPF, CF). It also applies to members of the Canadian Armed Forces (CAF), DND employees, Non-Public Property (NPP) contractors, and other persons only for the purposes of travel on NPP business, including training. It does not apply to those people whose travel is governed by other authorities (e.g., travel reimbursed by CAF/DND Public or other organizations, such as SNPF staff serving on out-of-country deployed operations).

#### **APPROVAL AUTHORITY**

This policy is issued under the authority of the Managing Director, Non-Public Property (MD NPP) and the Chief Executive Officer of the Staff of the Non-Public Funds, Canadian Forces (CEO SNPF, CF).

#### **ENQUIRIES**

Enquiries should be directed to the Canadian Forces Morale and Welfare Services Director of Corporate Services.

#### **POLICY STATEMENT - OBJECTIVES AND SCOPE**

The purpose of this policy is to ensure the fair treatment of employees and members required to travel on NPP business consistent with the principles below. The provisions of this policy provide for reimbursement of reasonable expenses necessarily incurred while travelling on NPP business, and they ensure travellers are not out-of-pocket due to the requirement to travel. These provisions are not intended to constitute income, compensation, or in any way offer opportunities for personal gain.

#### **PRINCIPLES**

These principles are the cornerstone of managing Non-Public Property (NPP) business travel and shall guide approving authorities and travellers in achieving fair, reasonable, economical, and modern travel practices. They are also a guide for decision-makers in considering travel requests and approvals.

**Fairness** – Balance the travellers' needs and operational requirements, by providing appropriate reimbursements and allowances that reflect equitable and fair rates within the context of the financial well-being of the organization

**Flexibility** - Allow discretion and latitude for employees and managers in determining travel arrangements, while effectively and efficiently using money and resources

**Duty of Care** - Support the health, safety, and security of travellers and their families, including accommodating employment-related needs of travellers, recognizing our duty of care to our employees, Canadians, and the environment

**No Cost to Traveller** – No traveller should be out of pocket because of NPP business travel, nor should they financially gain from such travel

**Transparency** - Ensure that the policies governing travel are clear, consistent, and readily available to employees and managers

## AUTHORITIES

*The Chief of Defence Staff (CDS) Delegation of Authorities for the Financial Administration of Non Public Property (NPP)* should be read in conjunction with this policy.

The employer, which includes persons authorized to exercise the authority of the MD NPP/CEO SNPF, such as Division Heads, managers, and supervisors, or other approving authority (e.g., Base/Wing Comd), will ensure that travel is authorized only in accordance with the *Chief of Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property* and this policy.

The approving authority will also verify and approve travel expense claims before reimbursement in accordance with the *Chief of Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property* and this policy.

## DEFINITIONS

### **Accommodation** (*logement*)

**Commercial accommodation** (*logement commercial*) - lodging facilities such as hotels, motels, corporate housing (furnished housing available for short-term rental).

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

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

**Common-law partner** (*conjoint de fait*) –The term “common-law partner” refers to a person living in a conjugal relationship with an employee for a continuous period of at least one year.

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

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

- a. the spouse of that employee; or
- b. the biological child, stepchild, adopted child, including a foster child and a child adopted by indigenous people under the Custom Adoption Practice, or legal ward of that employee or of the employee's spouse who is both dependent on the employee for support; and:
  - (1) under 18 years of age; or
  - (2) dependent on the employee by reason of mental or physical disability; or
  - (3) under the age of 25 and in full-time attendance at a school or other education institution that provides training or instruction of an educational, professional, vocational or technical nature; or
- c. other family members who are legally dependent on the employee for support because they are either:
  - (1) under 18 years of age; or
  - (2) dependent on the employee by reason of mental or physical disability.

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

**Employee** (*employé*) – a person employed by “The Staff of the Non-Public Funds, Canadian Forces”.

**Employer** (*employeur*) – The employer of record for SNPF, CF staff is Her Majesty in Right of Canada as represented by the Chief Executive Officer of the Staff of the Non-Public Funds.

For the purposes of this policy, ‘employer’ may include persons authorized to exercise the authority of the MD NPP/CEO SNPF, such as Division Heads, managers, and supervisors.

**Incidental expense allowance** (*faux frais*) - an allowance to cover the costs of items which can be attributed to a period of travel, but for which no other reimbursement or allowance is provided under this policy and which helps off-set some of the expenses incurred as a result of having to travel. It includes but is not limited to such items as gratuities (except for taxis), laundry, dry cleaning, phone calls home, grass cutting, snow removal, home security check, plant watering, mail services, pet care, and shipping of personal effects.

**Individual Travel Card** (*carte-voyage individuelle*) – The NPP Individual Travel Card is an employer sponsored individual responsibility credit card issued for official NPP business travel. The purpose of this card is to provide a cost effective and convenient method of paying for

official NPP travel expenses while away from the home workplace, including items such as commercial accommodation, vehicle rentals and related expenses, meals and cash advances.

**Local area (*zone locale*)** - For the purposes of this policy, the local area is defined as an area of 25 kilometers from the employee's assigned workplace using the most direct, safe, and practical road.

**Non-Public Property (NPP) (*Biens non publics (BNP)*)** – NPP is a form of Crown property that is vested in the Chief of the Defence Staff and Commanding Officers. The National Defence Act Section 2 states that NPP is:

- “(a) all money and property; other than issues of material, received for or administered by or through messes, institutes, or canteens of the Canadian Armed Forces;
- (b) all money and property contributed to or by officers, non-commissioned members, units or other elements of the Canadian Armed Forces for the collective benefit and welfare of those officers, non-commissioned members, units or other elements;
- (c) by products and refuse and the proceeds of the sale thereof to the extent prescribed under Section 39(2) of the National Defence Act; and
- (d) all money and property derived from, purchased out of the proceeds of the sale of received in exchange for, money and property described in paragraphs a to c above.”

**Non-Public Property (NPP) travel (or NPP business travel) (*voyage d'affaires pour les BNP*)** – travel authorized in accordance with this policy and the CDS Delegation of Financial Authorities. The term refers to the circumstances under which the expenses prescribed in this policy may be paid or reimbursed from NPP funds.

**Private Motor Vehicle (PMV) (*véhicule personnel, VP*)** - private motor vehicle, including a motorcycle.

**Receipt (*reçu*)** – an original document, scanned pdf, or electronic/paper copy showing the date, the name of the issuer, the address, and the amount of expenditure, itemized, paid by the traveller.

**Senior executive** – SNPF, CF Category III employees, Category III equivalents (currently only the Director Military Family Services), and the CFMWS Chief Warrant Officer

**Spouse (conjoint)** – a person legally married to an employee. Spouse will be interpreted to include common-law partner throughout this policy.

**Travel status (*déplacement*)** – when someone is absent from their workplace on NPP business travel.

**Traveller (*voyageur*)** – a person who is authorized to travel on NPP business. This includes CFMWS employees as well as members of the CAF, DND employees, or other persons duly authorized to travel on NPP business.

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

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

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

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## CHAPTER ONE – ADMINISTRATION AND GENERAL PROVISIONS

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### 1.1 AUTHORIZATION

The employer (which includes all persons authorized to exercise the authority of the MD NPP/CEO SNPF such as Division Heads, managers, and supervisors), or other approving authority (e.g., Base/Wing Comd) has the responsibility to authorize and determine when travel is necessary, to ensure that all travel arrangements are consistent with the provisions of this policy, and to ensure that they remain within their delegated NPP financial authority. Following consultation between the approving authority and the traveller, the determination of travel arrangements shall best accommodate the traveller's needs and operational requirements, consistent with this policy.

NPP business travel shall be authorized in advance in writing to ensure all travel arrangements comply with the provisions of this policy and the *CDS Delegation of Authorities for the Financial Administration of NPP* ( [CDS Delegation of Financial Authority \(cfmws.com\)](http://cfmws.com) ). Except for local area travel and as otherwise indicated, travel arrangements shall be made through CFMWS Travel Services.

When the employee is co-located with the approving authority, the approving authority must initial cost estimates in advance. For approving authorities that are not co-located with the traveller, the traveller is to send the TravelXpert claim electronically via e-mail to the approving authority who will review and return it via e-mail with the approved claim. In special circumstances, travel may be authorized by email before, and confirmed in writing (TravelXpert claim) after, the travel.

Requests for international NPP travel at CFMWS expense must be approved by the appropriate Division Head/Base Wing Commander in advance of travel. Approvals must accompany the travel request to CFMWS Travel Services.

There is no authority to approve reimbursement above or outside of this policy's entitlements and limits. This includes where expenses may have been incurred through mistake or misinterpretation. Exceptional cases, supported by Division Heads, may be forwarded to the COO for consideration.

Any anticipated deficiency in this policy's entitlements or limits should be forwarded to the COO in advance for consideration.

### 1.2 RESPONSIBILITIES

The employer and approving authorities shall:

- a. ensure that this policy is available to employees and members travelling on NPP business;
- b. determine whether travel is necessary;
- c. ensure that travel arrangements comply with the provisions of this policy;



- d. authorize travel in accordance with the *CDS Delegation of Authorities for Financial Administration of Non-Public Property* and this policy; and
- e. verify and approve travel expense claims before reimbursement in accordance with the *CDS Delegation of Authorities for Financial Administration of Non-Public Property* and this policy.

The traveller shall:

- a. become familiar with the provisions of this policy;
- b. consult and obtain authorization to travel in accordance with the policy;
- c. inform the approving authority or its suppliers of special travel needs that may require accommodation;
- d. register with Registration of Canadians Abroad when travelling internationally, to be informed of emergency situations (<https://travel.gc.ca/travelling/registration>);
- e. travellers may be required to complete a Visit Clearance Request (VCR) for travel to military installations outside of Canada. Please refer to [HTTP://INTRANET.MIL.CA/EN/HEALTH-SAFETY-SECURITY/SECURITY-VCR-OUTSIDE-CANADA.PAGE](http://intranet.mil.ca/en/health-safety-security/security-vcr-outside-canada.page) on the DWAN for information;
- f. complete and submit travel expense claims with necessary supporting documentation as soon as possible after the completion of the travel. If a travel advance was issued prior to NPP travel, the advance will be recovered from the traveller's pay 21 days after returning if the travel expense claim has not been submitted for approval and payment. In travel situations exceeding one month, the traveller may submit interim travel expense claims prior to the completion of the travel;
- g. be responsible for cancelling reservations as required, safeguarding travel advances and funds provided, and paying outstanding remittances promptly; and
- h. seek approving authorities' prior concurrence for any changes to the approved travel itinerary (i.e., during the trip), so that the approving authority may confirm that the changes made were both reasonable and consistent with this Policy.

### 1.3 LIMITATIONS

Reimbursement by NPP will be limited by any amounts paid by a third party for travel expenses.

### 1.4 TRAVEL FORMS

NPP approved travel forms (TravelXpert Software) shall be used in seeking NPP travel authority and for submitting travel claims, with supporting documentation. As noted above, travel approval can be granted by e-mail from the appropriate authority, and attached to the travel claim.

Only costs related to the travel itself may be submitted on the travel claim; i.e., not business or training costs. See section 2.10.

## 1.5 SUPPLIERS, SERVICES, AND PRODUCTS

Travellers on NPP business travel shall utilize government-approved suppliers and services selected in support of NPP travel when these are available, such as the PWGSC [Accommodation and Car Rental Directory](#).

When circumstances do not permit prepaid arrangements, the traveller shall be reimbursed actual and reasonable costs in accordance with this policy, based on receipts.

## 1.6 TRAVEL ADVANCES

Travellers on NPP travel are expected to use a NPP Individual Travel Card (ITC). They will be provided with a travel advance to cover travel expenses only when government or NPP approved services and products are not prepaid or cannot be paid with an ITC. Travel advances will not be issued to volunteers, contractors or contractors' employees.

## 1.7 RECEIPTS

A signed and dated declaration from the traveller that provides the details and circumstance of the expenditure(s) and why the receipt(s) are unobtainable may replace the receipt(s) in circumstances where receipts are lost, accidentally destroyed or otherwise unobtainable

Where expenses are incurred in a currency other than Canadian, receipts shall indicate currency and may be annotated by the traveller to do so.

## 1.8 OVERPAYMENTS

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

## 1.9 LOYALTY PROGRAMS

Provided that there are no additional costs to NPP, travellers may join loyalty programs and retain benefits offered by the travel industry for business or personal use. Membership in a loyalty program or programs shall not influence the choice of travel options.

## 1.10 BUSINESS CLASS TRAVEL – SENIOR EXECUTIVES AND DIRECTORS

**Business Class Travel Authority for Domestic and Trans-Border.** CFMWS senior executives (CAT III employees), the Director of Military Family Services, and the CFMWS CWO are authorized Business Class air travel for domestic and Continental USA trips of at least 850 kilometers one way. Where business or executive class is unavailable, Premium/Comfort Economy (or reduced) fares are to be used. Accompanying persons (e.g., family members on house hunting trips) will not be authorized Business Class travel.

**Business Class Travel Authority for International.** CFMWS senior executives (CAT III employees), the Director of Military Family Services, and the CFMWS CWO are authorized Business Class air travel for international trips (outside Canada and continental USA). Where business or executive class is unavailable, Premium/Comfort Economy (or reduced) fares are to be used. Accompanying persons (e.g., family members on house hunting trips) will not be authorized Business Class travel.

**Premium/Comfort Travel Authority for Domestic and Trans-Border.** Directors and Associate Vice-Presidents are authorized Premium/Comfort Economy air travel for domestic and Continental USA trips of at least 850 kilometers one way. Where Premium/Comfort Economy is unavailable, economy (or reduced) fares are to be used. Accompanying persons (e.g., family members on house hunting trips) will not be authorized Premium/Comfort Economy travel.

**Premium/Comfort Travel Authority for International.** Directors and Associate Vice-Presidents are authorized Premium/Comfort Economy air travel for international trips (outside Canada and continental USA). Where Premium/Comfort Economy is unavailable, economy (or reduced) fares are to be used. Accompanying persons (e.g., family members on house hunting trips) will not be authorized Premium/Comfort Economy travel.

(Note: These authorities are in addition to the policy for all travellers, which provides for business class for continuous international air travel exceeding nine hours (section 2.2).

### 1.11 PROACTIVE DISCLOSURE OF TRAVEL AND HOSPITALITY EXPENSES

In accordance with the Access to Information Act (ATIA), government entities subject to the Act are required to publish travel and hospitality expenses of senior employees within 30 days after the end of the month in which the expenses incurred were reimbursed. CFMWS senior executives (CAT III employees), including personnel Acting in those positions, are required to track and report all of their travel and hospitality expenses. See CFMWS 1463-1 (ATIP) 4 Nov 19 for further details. *(Editor's note: Pending update/publication as a separate policy document)*

### 1.12 WORKPLACE CHANGE

When an employee is assigned from a permanent workplace to a temporary workplace more than 25 km from their permanent workplace (outside of local area) for a period of less than thirty (30) consecutive calendar days, the provisions of this policy shall apply.

When an employee is assigned from a permanent workplace to a temporary workplace, more than 25 km from their permanent workplace for a period of 30 consecutive calendar days or more, the provisions of this policy shall apply unless the employee is notified, in writing, 30 calendar days in advance of the change in workplace. In situations where the employee is not notified of a change of workplace in writing, the provisions of this policy shall apply for the duration of the workplace change up to a maximum of 60 calendar days.

Transportation shall be provided to the temporary workplace (e.g., bus, shuttle) or the appropriate kilometric rate paid for additional costs incurred as per the Chapter 2 section, Local Area Travel.

### 1.13 ILLNESS, INJURY, OR EMERGENCIES WHILE ON TRAVEL STATUS

An employee shall be reimbursed the necessary expenses incurred as a result of illness or accident occurring while on travel status. The employer must be satisfied that the expenses were in addition to those which might have been incurred had the employee not been absent from home, and which were not otherwise payable to the employee under an insurance policy, the *Government Employees Compensation Act*, or other authority. See Chapter 3 for information on insurance coverage.

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

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

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

An employee may be authorized to return earlier than scheduled as a result of personal illness or accident or in the event of emergency situations at home (e.g. serious illness in the opinion of a physician, fire, flood, ice storm). When such circumstances exist, but a trip home is not warranted, actual and reasonable expenses incurred for long distance telephone calls home shall be reimbursed.

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

#### **1.14 DEATH WHILE ON TRAVEL STATUS**

If an employee dies while on travel status, the employer shall authorize the payment of necessary expenses in addition to those which might have been incurred had the death occurred in the workplace local area. Reimbursement of costs incurred shall be reduced by any amount payable under insurance or other authority. (See Chapter 3 for information on insurance coverage.) Expenses payable are:

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

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

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## CHAPTER TWO – TRAVEL AND TRAVEL EXPENSES

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### 2.0 GENERAL

This chapter outlines travel and travel expense provisions for those proceeding on duly authorized NPP business travel. It includes provisions by topic, highlighting any differences or special provisions for each of the following types of travel:

- travel in the local area
- single day trips outside the local area
- domestic and continental USA travel with an overnight stay
- international travel with an overnight stay

For the purposes of this policy, the local area is defined as an area of 25 kms from the employee's assigned workplace using the most direct, safe, and practical road.

Expenses for local travel should be submitted on a Local Travel Expense Claim (Non-Public Funds) form.

Requests for international NPP travel must be approved in advance by the appropriate Division Head or Base/Wing/unit Commander. Approvals must accompany the travel request to CFMWS Travel Services. See Chapter 4 for a description of the travel process and checklists for both the traveller and approving authorities.

As indicated in Chapter 1, the traveller is responsible to register with Registration of Canadians Abroad when travelling internationally (<https://travel.gc.ca/travelling/registration>).

### 2.1 TRANSPORTATION – SELECTION OF MODE OF TRAVEL

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. Options typically include air, rail, bus, taxis, shuttles, and personal or rental vehicles. In addition to provisions outlined below, actual and reasonable expenses necessarily associated with the selected mode of transportation shall be reimbursed; e.g. ferries, tolls, docking fees.

Occasionally, other modes of transportation may be authorized for use on NPP business when the mode of transportation is safe, economical and practical. Travellers using these other modes of transportation shall be reimbursed the cost of the transportation, with receipts, or at the applicable kilometric rate based on the direct road distances, if available.

**Rest period.** Unless mutually agreed otherwise, itineraries shall be arranged to provide for a suitable rest period, either on route (e.g., an overnight stop) or on arrival prior to working, depending on the circumstances and the duration of the travel time.

## 2.2 COMMERCIAL TRANSPORTATION

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

The standard for air travel is economy class. The lowest available airfares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible. Canadian airlines have multiple economy fare categories. Where available, Flex is the standard booking level for NPP business travel. Flex allows no cost pre-seat selection, one free checked bag, and lower change fees. Both travellers and approving authorities should be aware of the fact that occasionally significant savings are available for Standard/Econo/Firm fares, which should be taken advantage of when circumstances are appropriate.

Where available, business/executive class air travel shall be authorized where continuous international air travel exceeds nine hours. Continuous air travel, for the purposes of business/executive class, starts at the scheduled departure time, and ends with the arrival at destination.

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

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

Travellers may be authorized the use of ride sharing services in locations where they are legal and regulated. Arranging use of alternate ride sharing options is the responsibility of the traveller and will not be researched, booked, or pre-paid by NPP Travel Services.

Actual and reasonable required baggage fees shall be reimbursed.

## 2.3 PERSONAL OR RENTAL VEHICLES

As noted above, mode of transportation is selected based on cost, duration, convenience, safety and practicality. It is recognized that the use of a private motor vehicle (PMV) can often be more convenient and practical than renting a car, given the requirement to reserve, collect, fuel, and return rental vehicles and given that, in some circumstances (e.g., inclement weather), a traveller may prefer to use a familiar personal vehicle.

Accordingly, for round trips under 500 km, where it has been determined that travel by vehicle is the most appropriate mode of transportation, the traveller may choose the more practical and convenient option between renting a vehicle and using their PMV. They will be reimbursed accordingly.

For longer trips (500 km or more), in circumstances where using a vehicle is the selected mode of transportation based on cost, duration, convenience, safety and practicality, if the use of a rental vehicle is less costly than PMV, the rental vehicle is the preferred option. If the traveller then chooses to use PMV, reimbursement will be only the equivalent cost of the more economical travel option. The traveller will be required to sign an understanding to that effect (Appendix A).

Travellers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven on NPP business.

Note that:

- In finalizing travel claims, employees are reimbursed based on the estimated kilometers for a round trip between two locations. Typically, this estimate is based on a map reckoning (often using available online estimators). Reimbursement is not based on an odometer reading of the vehicle driven (in recognition that not all kilometers driven during a given period are necessarily NPP business travel). Reimbursement is based on the estimate. If an employee decides to drive to visit a nearby friend, go for a drive, or go shopping, these kilometers driven do not affect the amount claimed.
- For example, if an employee travels from Ottawa to Kingston on NPP business, they would be reimbursed the kilometric rate for the estimated 196 kilometers each way between the two locations (so, 392 km) . There is flexibility to estimate based on city center or from the actual home location to distant place of temporary work as required. No matter how many extra kilometers the employee chooses to drive while away, unless they are because of NPP business, they are not reimbursed.
- If there were unforeseen and unavoidable circumstances, such as inclement weather or road closures, which required an employee to take an alternate route of greater distance, those additional kilometers would also be reimbursed, with justification. No action would be required as a result of the 500 km PMV trip limitation being exceeded under these circumstances.
- If there was an NPP business reason to travel additional kilometers beyond the estimated 392 km round trip, it should have been included in the original travel request. If the trip was more than 500 km round trip, then the most economical means would be authorized unless the employee chose to take their PMV and signed the understanding about being reimbursed the lower amount (Appendix A).
- Should there be an urgent and unavoidable business reason to extend a PMV trip to more than 500 km, then the traveller will be reimbursed the lower cost between PMV and rental car. Written justification for extending a trip that was planned to be less than 500 km is to be submitted with the claim and signed by the approving authority,

Anyone contemplating using their PMV on NPP business travel is urged to consult Chapter 3, Insurance. Employees using their privately owned vehicle on authorized business travel are responsible for informing their insurance company and should confirm with their insurance agent that they are adequately insured, as no additional insurance coverage is provided through NPP. This includes travel in the local area and includes confirming with their insurance company if they intend to carry passengers or work-related equipment in their PMV when on NPP business travel.

The kilometric rates payable for the use of PMV driven on authorized NPP business are prescribed at Appendix B (Kilometric Rates). The kilometric rate payable when a Canadian registered vehicle is driven on NPP travel in more than one province or in the USA shall be the rate applicable to the province or territory of registration of the vehicle. The same holds true for American or European registered personal vehicles.

The standard size for rental vehicles is intermediate (mid-size). Rental vehicles above the standard may be authorized based upon factors such as safety, the needs of the traveller and

the bulk or weight of goods transported. See Chapter 3, Insurance, for instructions on insurance options offered by vehicle rental agencies.

Additional costs associated with the provision of winter tires on rental vehicles shall be reimbursed, as will additional charges for the provision of GPS when required.

In the interests of safe driving, when traveller-driven vehicles are authorized, travellers shall not normally be expected to drive more than eight hours a day, with a 15-minute rest stop and stretch every two hours. Commensurate distances will vary depending on weather and road conditions. If departing on NPP business duty travel after working a part or full day at the workplace or travel location, distances driven should be reduced accordingly.

Travellers who are dropped off or picked up from a public carrier terminal, shall be reimbursed the kilometric rate based on the distance to and from the terminal for each round trip. Alternatively, parking charges shall be reimbursed where it is practical and economical to leave a personal vehicle at the public carrier's terminal or at a nearby 'park and fly' lot during the absence.

## 2.4 LOCAL AREA TRAVEL

As for other NPP travel, the selection of mode of transportation for local area travel shall be based on cost, duration, convenience, safety and practicality. This could include public transit, shuttle services, taxis, ride sharing services (in locations where they are legal and regulated), PMV or even rental vehicle, depending on the circumstances.

The most appropriate mode could be any of the options listed above, depending on the location of a given work event (e.g., a conference or off-site training) and the employee's home, and depending on whether the travel is directly from home or from the workplace. When PMV is used for authorized NPP travel in the local area, the traveller shall be reimbursed the kilometric rate at Appendix B for additional kilometers driven, beyond the employee's routine commute, as discussed below.

If the approving authority agrees that a vehicle is the most appropriate mode, the employee shall be paid the appropriate kilometer rate to compensate for additional expenses incurred. Employees are expected to get themselves to and from their workplace. Only additional expenses, beyond the routine expense of getting themselves to their normal workplace, will be reimbursed.

This is based on the intent of this policy, which is to compensate travellers for additional costs they incur due to the requirement to travel, and is in accordance with the principle of 'No cost to the traveller'. Under this principle of the travel policy, "No traveller should be out of pocket because of NPP business travel, nor should they financially gain from such travel." A few examples will illustrate when a kilometer rate should be paid:

- If a traveller who routinely drives to work, drives from their home to a work event in the local area that is *closer* to their home than their normal workplace, they shall not be compensated. They did not incur any additional expense.
- If a traveller who routinely drives to work, drives from their home to a work event in the local area that is *farther from* their home than their normal workplace, they shall be paid at the appropriate rate for the kilometers in excess of their daily commute. This



compensates them for the additional costs of driving an extra distance in order to attend the work event.

- If an employee routinely takes public transit to work and has a monthly transit pass, then they should take public transit, at no additional cost to themselves or NPP, if it is reasonable to do so given the location of the event.
- If the location of the event is such that it is more reasonable for the transit-pass-carrying employee to drive to the work event, then they should be compensated for the full kilometer distance, because they have incurred additional expense.

Similarly, parking charges at the workplace are normally the responsibility of the employee when at their workplace. When an employee is authorized to use PMV on NPP travel within the local area, the traveller shall be reimbursed the actual cost of parking, with receipts, for each day of authorized use of PMV on NPP travel in the local area.

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

When transportation is required because of a temporary workplace change, Chap 1, section 1.12 applies. Generally, transportation, such as a local shuttle, bus or commuter train may be provided to the temporary workplace. If these are not available, the kilometric rate may be paid for incremental vehicle costs to the employee (i.e., km rate paid for any increase in distance over usual home to permanent workplace distance).

## **2.5 ACCOMMODATION**

The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped. A variety of options are available. Generally, these include hotels, motels, corporate housing, apartments, private non-commercial accommodation, and government and institutional accommodation. CFMWS Travel Services will make arrangements only for commercial accommodations. Booking other accommodations is the responsibility of the traveller.

Government hotel directories shall serve as a guide for the cost, location and selection of accommodation. In the event that there are no hotels or rooms available within the price range of the Government hotel directory, the approving authority for the travel claim can authorize a higher cost hotel or room up to 25% higher than the government rate. Should the cost be more than 25% higher than the government rate, approval shall be sought from the next higher level. In addition, if a hotel with a higher cost than the Government hotel directory results in other savings to CFMWS (e.g., reduction in taxi costs), and then the approving authority for the travel can authorize it based on a business case.

Unless the approving authority permits otherwise, when travel is related to activities held in an institution, the traveller shall stay in institutional accommodations (see Definitions).

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

Although travellers generally stay in commercial accommodation, use of private non-commercial accommodation is permitted. A traveller who chooses private non-commercial accommodation shall be reimbursed the rate specified in Appendix C (Allowances – Canada & US). 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.

Alternative accommodation (e.g. Air BnB) may be approved if it is supported by a business case or no other suitable accommodations are available. For example, no hotel availability, extremely high nightly hotel rates, more cost effective for multiple travellers who agree to share accommodations, etc. Making arrangements for such alternate accommodations will be the responsibility of the traveller and will not be researched, booked, or pre-paid by NPP Travel Services.

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

**Within local area.** Reimbursement for overnight accommodation within the local area will not normally be authorized. Travellers in the following exceptional cases may be placed on travel status and reimbursed for overnight accommodation and other appropriate benefits:

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

## 2.6 MEALS

A traveller shall be paid the applicable meal allowance for each breakfast, lunch and dinner while on travel status. Meal allowances shall be paid at the rates specified in Appendix C (Allowances – Canada & US) or Appendix D (Allowances - International), as applicable. Where no meal allowance has been established in a given country, actual and reasonable expenses shall be reimbursed, supported by receipts.

A meal allowance shall not be paid to a traveller with respect to a meal that is provided.

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

**Within local area.** Meal expenses incurred within the local area will not normally be reimbursed. Meal expenses, based on receipts, may be reimbursed up to the limit of the applicable meal allowance in Appendix C or D, in the following situations:

- a. when travellers 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 travellers are required to attend conferences, seminars, meetings or public hearings during the weekend or holidays;
- c. when travellers are required to attend formal full-day conferences, seminars, meetings or hearings and where meals are an integral part of the proceedings;
- d. when employer representatives are involved in collective bargaining proceedings;
- e. when intensive task force or committee studies are enhanced by keeping participants together over a normal meal period and no meal is provided;
- f. when the reimbursement of meal expenses is clearly reasonable and justifiable as a direct result of a traveller's duties; or
- g. in the rare instance that accommodations are required as outlined in section 2.5, meal expenses shall be reimbursed.

**Extended stay.** Seventy-five percent (75%) of the meal allowance rates shall be paid starting on the thirty-first (31<sup>st</sup>) consecutive calendar day of travel status at the same location when corporate residences or apartment hotels are available to a traveller in the area surrounding the workplace, or the traveller chooses to stay in private accommodation.

## 2.7 INCIDENTAL EXPENSE ALLOWANCE

A traveller shall be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this policy, for each day or part day outside the local area on travel status at the rate indicated at Appendix C (Allowances – Canada & US) or Appendix D (Allowances - International). Part day does not include days where a late-night flight arrives in the traveller's local area after midnight.

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

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

**International.** International incidental expense allowances are based on a formula that takes into account the breakfast, lunch and/or dinner allowance for the applicable country/location. In situations where there are no meal allowances from which to compute the incidental expense allowance for a particular country/location, the traveller will be reimbursed the equivalent of the applicable incidental expense allowance published in Appendix C, in Canadian dollars.

**Within local area.** Incidental expenses are only payable for travel in the local area if there is an overnight stay as per 2.5 above.

## 2.8 HOME COMMUNICATION

Routine home communication when on NPP business travel is included in the incidental expense allowance, except as outlined below.

For each contiguous three-day period away from home, employees on travel status shall be reimbursed the equivalent of one ten-minute phone call home, with receipts that identify the time and date of the call. Employees are encouraged to use means other than a hotel landline, which is quite expensive.

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

Employees who have made use of government international telephone network facilities for home communication shall not claim the cost of telephone calls home.

## 2.9 DEPENDANT CARE

For the purposes of this benefit, spouses and children over 18 are excluded from the definition of 'dependant' unless they are dependent on the employee by reason of mental or physical disability.

The traveller (excluding contractors) who is required to be absent from their residence on NPP business travel outside of regular business hours shall be reimbursed actual and reasonable expenses for care of a dependant, when:

- a. the employee is the sole care-giver of a dependant(s); or
- b. the employee is not the sole care-giver of a dependant(s) and the caregivers listed below are unavailable because they are required to work or must attend scheduled medical appointments or courses at a recognized learning institution; and
- c. expenses that are incurred as a result of travelling on government business are in addition to the routine expenses the employee incurs when not travelling.

For the purposes of this provision, other caregivers include:

- a. the employee's spouse;
- b. the employee's former spouse or common-law partner who share custody/time as a caregiver of a dependant;
- c. other dependants 18 years of age or older residing with the employee or with the employee's former spouse or common-law partner who shares custody/time as a caregiver of a dependant, who do not have a mental or physical disability that makes them unable to provide dependant care or care for themselves; or
- d. a person identified as a legal guardian of the dependant requiring care.

The daily maximum amounts for dependant care that can be reimbursed are below. For the purposes of a late return home with no overnight stay, costs would typically be less. The amounts for care of a dependant are: expenses for care of a dependant, when:

- a. \$35 Canadian, per household, with a declaration; or

- b. \$75 Canadian, per household, with a receipt for services provided by an individual or company in the business of providing dependant care services.

Reimbursement of services under this provision requires an employee declaration with the travel claim. The declaration must state that: the employee had responsibility for the care of the dependant; the time period that the services were rendered; the name and telephone number of the caregiver (who cannot be one of the 'other caregivers' listed above); and confirmation that only one employed family member has submitted a claim for dependant care.

## 2.10 OTHER TRAVEL-RELATED EXPENSES

The traveller shall be reimbursed for service charges or fees for actual and reasonable expenses and financial transactions related to their travel (e.g., internet access if charged by the hotel; reasonable telephone charges to attend to a situations related to a change in travel schedule outside the traveller's control).

When a traveller is required to proceed outside Canada on authorized NPP business, the traveller shall obtain an appropriate passport (five year renewal) and/or visa, and any required inoculations, vaccinations, X-rays and certificates of health, at no expense to the traveller. Related expenses incurred by the traveller shall be reimbursed.

Claims for reimbursement shall be supported by receipts and indicate the expense currency.

**Not included.** This authority for reimbursement of minor travel costs does not include books, conference fees, conference materials, business calls, photocopies, office supplies, or any other expenditures that are not travel costs. Expenses for the conduct of NPP business, including when away from the workplace and including training and conferences, shall be addressed through routine business practices and budgets.

**Within local area.** These expenses are usually not necessary within the local area as the employee can obtain necessary items from their workplace.

## 2.11 BOTTLED WATER

Members are encouraged to use personal refillable water bottles in the workplace and when travelling on NPP business. If potable water is not available, a member shall be reimbursed actual and reasonable expenses for bottled water based upon receipts and a declaration that potable water was not available.

*CFMWS personnel are encouraged to use reusable water bottles as an environmentally sound practice.*

## 2.12 CURRENCY EXCHANGE

Costs incurred in converting reasonable sums required for NPP travel to foreign currencies and/or reconvertng any unused balance to Canadian currency shall be reimbursed, based upon receipts, from all transactions and sources. When these costs are not supported by receipts, the average Bank of Canada currency exchange rate shall apply. In cases where the Bank of Canada does not provide an exchange rate, an alternate bank rate from an established institution, as determined by the approving authority, 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.

### **2.13 LEAVE IN CONJUNCTION WITH TRAVEL STATUS**

The granting of leave shall be in accordance with CFMWS leave policy. As noted therein, granting of leave is at the discretion of management and such determination is based on reasonable operational requirements (HRPOL 6 Leave, para 6.7). Even if there is no reason to preclude leave being approved for a certain period, there could be operational or security reasons that may exclude taking leave in a given location.

The travel approving authority determines whether leave may be taken during a travel period. Approved leave during the travel period is to be noted on the travel claim. No additional expenses caused by taking leave in conjunction with that travel will be incurred or accepted by NPP. The employee will be reimbursed only for costs necessarily incurred in accordance with this policy during the NPP business travel period.

Travel Services is responsible to book airfare, hotels, and rental vehicles for individuals proceeding on NPP travel. Employees must make their own travel arrangements for any approved leave.

In some instances, the NPP Travel Coordinator may be able to accommodate a specific traveller's request for alternative travel arrangements. For example, a traveller who is taking leave in conjunction with business travel may wish to have an alternative departure or arrival destination. Travel Services may be able to accommodate such requests, within reason, and at the discretion of the Travel Coordinator. The traveller is responsible for providing the Travel Coordinator with the specific details of the travel arrangements being requested, obtaining approval prior to notifying the Travel Coordinator, and paying any incremental costs. This includes approval of any leave being taken in conjunction with the travel.

For example, if an individual from Ottawa travelling to a conference in Vancouver leaving Ottawa on Monday and returning from Vancouver on Friday wishes to go to Victoria and fly home from Victoria on Saturday rather than Vancouver on Friday, then the individual must:

- a. have written approval from the approving authority prior to notifying NPP Travel Coordinator;
- b. research and provide itinerary specifics; and
- c. pay for any incremental costs due to change in location and date. Incremental costs will be calculated by Travel Services.

### **2.14 WEEKEND TRAVEL HOME**

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

A traveller who is on travel status that extends through or beyond a weekend is eligible for weekend travel home provisions if the following conditions are met:

- a. work schedules permit the traveller to be absent;

- b. appropriate private or public transportation is available and its use is both practical and reasonable; and
- c. after completion of the travel, there are no fewer than three days of actual duty remaining at the temporary location.

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

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

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

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

The traveller shall be reimbursed 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.

**International.** The eligible traveller is entitled to the number of return trips shown below when on continuous travel status for the given period. The traveller may schedule actual weekend trips home, within the maximum number permitted, to meet personal needs.

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

The traveller shall be reimbursed, based on receipts, for 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. Accommodation at the duty travel location need not be cancelled.

## 2.15 WEEKEND TRAVEL - ALTERNATIVES

**By the traveller.** Provided that the traveller is not required to remain at the duty travel location, a traveller may choose to spend the weekend at an alternative location. Such arrangements shall be made in consideration of security and diplomatic contexts. To be eligible for reimbursement, the traveller 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 workplace area during the weekend.

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

Arrangements are the personal responsibility of the traveller and are not to be made by government or NPP travel services. The traveller assumes personal liability as if the traveller were not on travel status.

The use of this provision does not preclude the traveller's entitlement to weekend travel home.

**By the traveller's spouse or common-law partner or a dependant.** As an alternative to weekend travel home by the traveller, a spouse/common-law partner or a dependant may be authorized to travel to the traveller's assigned work location when there is no additional cost to NPP. Ground transportation to and from the public carrier shall be reimbursed. Such arrangements shall be made in consideration of security and diplomatic contexts. Insurance coverage for the spouse/common-law partner/dependant is the responsibility of the traveller.



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## CHAPTER THREE – INSURANCE

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### 3.1 INSURANCE – ILLNESS, INJURY, OR DEATH WHILE ON TRAVEL STATUS

In the event that an employee becomes ill, suffers injury or death, or is involved in an incident causing third party bodily or property injury, loss, or damage, while travelling on NPP business, the traveller may be provided with protection, subject to the terms and conditions of the following:

- the Consolidated Insurance Program/Group Accident Policy, for travellers under the age of 70;
- the Consolidated Insurance Program/Commercial General Liability Policy;
- the *Government Employees Compensation Act, (GECA)*;
- the Non-Public Fund Employee LTD Plan; and
- the Non-Public Fund Employee Health Care Plan (provides for medical and hospital expenses not paid under the *GECA*).

A table highlighting insurance coverage for NPP employees is at Appendix E.

Employees/travellers are advised to confirm with their insurance company that they are adequately insured if they use non-commercial flights.

Additional insurance purchased by the traveller shall not be reimbursed.

### 3.2 USE OF PRIVATE MOTOR VEHICLES ON NPP BUSINESS TRAVEL

NPP will never require a traveller to use their Private Motor Vehicle (PMV). NPP assumes no financial responsibility for privately owned vehicles. However, to ensure no authorized traveler is out of pocket, should a PMV being used on authorized NPP business have an accident, the normal deductible charged on the traveler's car insurance will be reimbursed under the Consolidated Insurance Program (CIP). As per CIP policy this reimbursement will then be charged to the entity funding the travel.

Privately owned vehicles used for NPP business shall have, as a minimum, basic insurance coverage including the minimum Public Liability and Property Damage (PL/PD) coverage required by the province/territory of registration of the vehicle. Any additional premium costs necessary to increase private vehicle insurance coverage to the basic level are not reimbursable, including the lowering of deductibles.

Should a traveller use a Private Motor Vehicle (PMV) for business travel, NPP does not reimburse any supplementary waiver insurance expenses. Employees are responsible and required by law to maintain adequate provincial/territorial state/country insurance coverage of public liability and property damage (PL/PD) for their vehicle.

Employees using their PMV on authorized business travel are responsible for informing their insurance company and should confirm with their insurance agent that they are adequately insured, as no additional insurance coverage is provided through CFMWS/NPP. This includes travel in the local area and includes confirming with their insurance company if they intend to carry passengers or work-related equipment in their PMV when on NPP business travel.

### **3.3 VEHICLE INSURANCE - RENTAL VEHICLES - TRAVEL IN CANADA AND USA**

Collision damage waiver (CDW) coverage is included when travellers use a NPP Individual Travel Card (ITC), currently the NPP BMO Diner's Club Mastercard Individual Travel Card, to rent a vehicle for NPP travel. This coverage is provided by Allianz Global Assistance (1-877-704-0341). The last four number of the ITC are the policy number.

In circumstances where an ITC cannot be used, coverage will be provided by the Consolidated Insurance Program/Commercial General Liability (CIP/CGL) insurance. CDW coverage should, therefore, **be declined** when renting a vehicle and, if not declined, will not be reimbursed.

Public Liability and Property Damage Rental Rate Insurance Coverage (PL/PD) for a rental vehicle will not be reimbursed as coverage for third part liability shall be provided by the CIP/CGL insurance.

CIP/CGL insurance for CDW and PL/PD applies to rentals under 30 days. If a vehicle is to be rented for 30 days or more, please contact the Consolidated Insurance Program (CIP) Manager in advance regarding coverage.

CIP/CGL insurance for CDW and PL/PD applies when rental vehicles are used during the approval rental dates only, and is subject to following all NPP policies, such as this NPP Travel Directive and HRPOL28 Legal Assistance and Indemnification. Should a traveller use the rental vehicle for any other reason, (e.g., extending the rental for personal travel days, having someone else operate the vehicle, or any other reason that does not fall under approved NPP travellers operating the vehicle during approved NPP travel dates), the traveller may purchase CDW and PD/PL coverage for their own personal risk. This insurance cost will not be reimbursed by NPP.

### **3.4 VEHICLE INSURANCE – RENTAL VEHICLES - INTERNATIONAL**

For international travel (excluding USA), Collision Damage Waiver (CDW) coverage for a rental vehicle will not be reimbursed when coverage is included in the NPP ITC. Travellers should consult with BMO Diner's Club Card to determine if coverage available in area of travel by contacting Allianz Global Assistance (1-877-704-0341). The last four number of the ITC are the policy number. In circumstances where an ITC is not used, or for countries where the ITC does not provide coverage, supplemental coverage shall be reimbursed, as coverage is not provided by the Consolidated Insurance Program Commercial General Liability Insurance (CIP/CGL).

When on international travel, Public Liability and Property Damage Rental Rate Insurance Coverage (PL/PD) for the business travel period that a vehicle is rented for shall be reimbursed as sufficient coverage is not provided by the Individual Travel Card or the Consolidated Insurance Program/Commercial General Liability insurance (CIP/CGL).

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## CHAPTER FOUR – NPP TRAVEL CHECKLISTS

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A general outline of the travel process is provided below, followed by a checklist for travellers and a checklist for approving authorities. These are intended as quick *aides-memoire*. The appropriate chapters of this Policy should be consulted for policy guidance. Should there be an apparent inconsistency between one of the checklists and a preceding chapter, the policy statement in the appropriate chapter shall take precedence.

### TRAVEL PROCESS

NPP business travel arrangements proceed as follows.

- The appropriate approving authority must provide approval in writing to the individual in advance of the travel before any arrangements are made.
- In the rare circumstance where a travel advance is required, the approving authority authorizes the advance and submits to the local NPP accounting office for payment.
- Except for local area travel and as otherwise indicated in this Policy, travel arrangements shall be made through CFMWS Travel Services. Using the TravelXpert software, a travel request is sent to CFMWS Travel Services providing the following information:
  - transportation requirements to cover mode of travel (air, rail, car), travel dates, preferred travel times;
  - accommodation requirements for each night by location;
  - car rental, including any special requirements for each location;
  - the applicable general ledger account; and
  - a copy of the approval authority at section 5.1.1.
- CFMWS Travel Services arranges bookings as requested.
- CFMWS Travel Services confirms suitability of travel with traveller and/or approving authority.
- CFMWS Travel Services provides traveller with detailed documentation related to travel.
- If there are any changes required prior to departure, inform CFMWS Travel Services immediately.
- Traveller goes on trip.
- If the traveller must amend travel arrangements during travel (e.g., change flights or lodgings), contact the appropriate agency as outlined below in the Traveller checklist. If

the desired change(s) results in additional costs, then approval must be obtained from the approving authority.

- Upon return to work, traveller completes TravelXpert travel claim (further details below in the Traveller Checklist), providing receipts and/or explanations as required.
- Any travel advance issued will be recovered from the traveller's pay 21 days from the date of return, if the travel expense claim has not been submitted for approval and payment.
- The approving authority approves the TravelXpert claim, which is then sent to the local NPP accounting office for payment as outlined below in the Traveller checklist.
- The traveller will receive electronic payment based on approved TravelXpert claim.

## TRAVELLER CHECKLIST

- Traveller is informed of requirement to travel.
- If first time travelling and occasional travel is expected, request an Individual Travel Card (ITC). For information on ITCs, see A-FN-105-001/AG-001 Chapter 12.
- Inform CFMWS Travel Services of dates of travel, mode of transportation, requirement for accommodations, and car rental and provide them with a written copy of approval authority to travel.
- CFMWS Travel Services will initiate request based on travellers requirements and provide proposed costed itinerary to traveller.
- Traveller to seek supervisor/manager approval of the costed travel request, following which Travel Services will make the required reservations.
- For journeys of less than a 500 km roundtrip, where a motor vehicle has been determined to be an appropriate mode of transport, the traveller may choose between the use of a rental vehicle and use of their Private Motor Vehicle (PMV), and be reimbursed according to the conveyance used.
- For journeys of more than a 500 km roundtrip, where the use of a rental vehicle is less costly than Private Motor Vehicle (PMV), the rental vehicle is to be used or the traveller will be required to sign an understanding limiting reimbursement to the rental vehicle equivalent. See Appendix A for a sample understanding.
- Travellers using their private motor vehicle on authorized business travel are responsible for informing their insurance company and should confirm with their insurance agent that they are adequately insured, as no additional insurance coverage is provided through NPP.**
- Advise CFMWS Travel Services to finalize travel request, including booking mode of transportation, requesting car rental as required, and booking accommodation as required based on approved TravelXpert travel request.
- If there are any changes to be made prior to departure, inform CFMWS Travel Services immediately. Changes that incur additional cost require approving authority concurrence.
- Travel as per itinerary and utilize ITC for travel expenditures.
- If during the travel period, the traveller must amend travel requirements (eg change flights or lodgings), with the approving authorities concurrence for additional costs, -
  - During regular business hours, 0800 to 1600 EST/EDT, ask CFMWS Travel Services to make the changes
  - After regular business hours, the traveller must call AMEX to amend travel. (Please note, AMEX after hours services are for emergencies only.)

- Changes can be made by CFMWS Travel Services (business hours) or AMEX (after hours) up to two hours prior to departure time.
- Within two hours, changes must be made directly with the airline.
- Not all hotel arrangements are made with AMEX. If after hours, please call the hotel directly in order to not be charged a no show fee.
- Vehicle rentals are not always made with AMEX. Contact the rental company directly if changes/cancellations need to be made after hours.
- Upon return, traveller will inform CFMWS Travel Services of any changes made.
- Upon return to work, complete TravelXpert travel claim in a timely manner. Include all required receipts and explanations, including indicating any changes made to the initial itinerary and associated cost.
- As per this Policy:
  - a meal allowance shall not be paid to a traveller with respect to a meal that is provided free of charge
  - if a travel advance is required, it will be recovered from the individuals pay 21 days from the date of return of the NPP business travel if the travel expense claim has not been submitted for approval and payment.
- Send completed TravelXpert travel claim to supervisor/manager for approval as per Delegation of Authority. Travel claim is to include a copy of the pre-travel approval.
- Once approved by supervisor/manager, forward approved TravelXpert travel claim to local NPP Accounting Office for payment.
- Traveller to receive electronic payment based on approved TravelXpert Travel claim.
- Upon receipt of ITC statement, review statement and remit payment promptly.

### TRAVEL APPROVING AUTHORITY CHECKLIST

- Approval authority is based on the *Chief of Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property*. Note that to assist in administering their NPP responsibilities, Base, Wing and Small Unit Commanders may delegate their authority in writing, with an information copy to the CFMWS Finance Division.
- For the purpose of NPP business travel, approving authorities shall only make commitments or other arrangements which will result in an expenditure of Non-Public Funds (NPF) when :
  - there is an approved travel requirement, and
  - there is a sufficient unencumbered balance available to discharge any financial obligations resulting from that commitment or other arrangement, in an approved budget for which the approving authority is responsible.
- ***NPP business travel shall be authorized in advance in writing*** to ensure all travel arrangements comply with the provisions of this NPP Travel Policy. The approving authority has the responsibility to authorize and determine when business travel is necessary, and to ensure that all travel arrangements are consistent with the provisions of this Policy. Following consultation between the approving authority and the traveller, the determination of travel arrangements shall best accommodate the traveller's needs and operational requirements. For approving authorities that are co-located with the traveller, the approving authority initials cost estimates. For approving authorities that are not co-located with traveller, traveller to electronically send TravelXpert travel claim via e-mail to approving authority who will review and then return back via e-mail approving travel claim.
- The approving authority must ensure that:
  - NPP business travel is required;
  - The selection of the mode of transportation is based on cost, duration, convenience, safety and practicality;
  - Accommodations and car rentals are, whenever possible, from Government of Canada (Public Works and Government Services Canada) *Accommodation and Car Rental Directory* located at <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/index-eng.aspx>;
  - If employee does not have an ITC and is required to travel occasionally on NPP travel, then request employee apply for an Individual Travel Card as per A-FN-105-001/AG-001 Chapter 12. If an employee has applied for an ITC but has not yet received it, then a travel advance may be requested;
  - Contractors and volunteers are not entitled to a travel advance.
  - The travel request is approved by TravelXpert or in writing in advance of booking.

- The approving authority will review the TravelXpert travel claim. For approving authorities that are co-located with the traveller, approving authority must initial costs. For approving authorities that are not co-located with the traveller, traveller to electronically send TravelXpert travel claim via e-mail to approving authority who will review and then return back via e-mail approving travel claim. A copy of the initial approval for travel must be accompanied with the completed TravelXpert travel claim.
- ***On return from travel, the approving authority must review the completed TravelXpert travel claim to ensure –***
  - ***travel was performed as per the approved travel request***
  - ***that any changes to the itinerary were approved***
  - ***that expenses to be reimbursed are in accordance with all elements of this Policy***
  - ***that the TravelXpert claim includes a copy of the authorized pre-travel document***
  - ***that all required receipts are included***
- If any changes were made to the travel itinerary after approval from approving authorities, (i.e., during the trip), the approving authority confirms the changes made were both reasonable and as per this Policy. For example, if the accommodations were actually for two days rather than three days that were reserved, confirm that the charges are for only two days. (If the traveller failed to check out after two days or advise the hotel of the change, then the individual will be charged for the extra day. NPP will not reimburse the individual for the third day of accommodations.)
- Once approved, the TravelXpert travel claim will be returned to the traveller who will then request process of payment by the local NPP accounting office.



List of Appendices -

Appendix A – Understanding on use of PMV for Round Trips Over 500 km

Appendix B – Kilometric Rates

Appendix C – Allowances – Canada and USA

Appendix D – Allowances - International

Appendix E – Insurance