



Issue Date: <b>August 2007</b>	Effective Date: <b>August 29, 2007</b>	Responsible Agency: <b>Office of the Comptroller General/Financial Operations</b>	Directive No: <b>820-1</b>
Chapter: <b>Control of Expenditures</b>			
Directive Title: <b>DUTY TRAVEL</b>			

## 1. POLICY

Public officers will be reimbursed for costs incurred while on authorized duty travel at rates set out in Appendix A of this directive.

Non-public officers who travel at the request of the GN for approved activities including staffing interviews, or for participation in committee, board or other decision making processes, also will be reimbursed in accordance with this directive.

## 2. DIRECTIVE

Duty travel and related cash advances, expenses, and reimbursements must be authorized and administered in accordance with this Directive.

### 2.1. Application

This directive applies to all duty travel and must be made available to all duty travellers (including non-public officers).

A public officer may not be treated as "in travel status" if he/she is appointed to the establishment of one headquarters area, but his/her duties are carried out at another location during the major portion of the time or continuously.

This Directive is subject to any collective agreements entered into by the GN.

### 2.2. Authorization of Duty Travel and Related Expenses

The authorization for duty travel and requests for travel advances must be authorized in advance on a Travel Authorization and Expense Claim form with detailed travel plans and an estimate of expenses outlined thereon or attached thereto. The authority for approval of duty travel is as follows:

- 1) Ministers may authorize their own duty travel and expenses within Canada.
- 2) Deputy Heads must advise their Minister in writing of their intention to travel within a reasonable time prior to departure, and their Minister must approve the expenses before payment is made.
- 3) Deputy Heads are responsible for the duty travel and expenses of staff in their departments and may delegate to other public officers the authority to approve the duty travel and expenses of subordinate staff. Such delegation of authority must be specific and in writing.
- 4) Duty travel for travellers other than Ministers and Deputy Heads must be pre-authorized, on the Travel Authorization & Expense Claim form, by the traveller's supervisor and a public officer more senior with delegated travel authority, if the traveller's supervisor does not have delegated travel authority.
- 5) In exceptional circumstances, if it is not in the public interest to delay a trip in order to obtain approval, the approval may be obtained subsequent to the trip.
- 6) Travel outside Nunavut must be authorized by the traveller's Deputy Head (or delegate).
- 7) Ministers wishing to travel outside of Canada at government expense must seek the Premier's approval prior to departure.
- 8) Duty travel outside Canada, other than by the Minister, must be authorized by the traveller's Minister (or delegate).

### 2.3. Reimbursement of Expenses

As provided for in FAM 813-1, it is the policy of the GN to use credit cards where possible for the procurement of travel and accommodation.

Out of pocket expenses for meals, incidentals and other expenses will be reimbursed upon submission of the Travel Authorization & Expense Claim form, as follows:

- 1) Travel and accommodation expenses paid with personal funds or by personal credit card, will be reimbursed subject to Subsections 2.4 & 2.5.
- 2) Meal expenses will be reimbursed at rates set out in Appendix A, except as otherwise provided for in this directive (Receipts not required).
  - a) If the per diem meal allowance is insufficient in a particular community, the traveller may claim actual expenses for all meals

(Receipts required). If receipts cannot be provided, then reimbursement will be made for meal allowances set out in Appendix A.

- b) The cost of meals is not to be included on a hotel bill.
  - c) Costs for alcohol will not be reimbursed.
  - d) Generally when meals are provided at conferences or on courses, no meal allowance is to be claimed for those meals. Reimbursement may be made if a meal was purchased and supporting receipts are provided.
  - e) It is generally expected that travellers can eat before departing from and after arriving back at their home or work site. Reimbursement should not be paid when the actual flight departure time:
    - i) does not prevent the traveller from eating breakfast at home between 06:30 and 08:30 hours;
    - ii) is later than 13:30 hours and allows time for lunch at home;
    - iii) is later than 18:30 hours and allows time for dinner at home.Reimbursement should not be paid when the actual flight arrival time:
    - iv) is earlier than 07:30 hours and allows time for breakfast;
    - v) is earlier than 12:30 hours and allows time for lunch; or
    - vi) is earlier than 18:30 hours and allows time for dinner.
- 3) Other appropriate duty travel expenses (see Appendix A) will be reimbursed, including the following:
- a) an “Incidental” allowance to cover tips, personal phone calls, and other minor personal expenses will be paid, at rates set out in Appendix A, for each day in travel status - if in travel status for more than one day;
  - b) government business telephone calls (Receipts required);
  - c) child care expenses (that exceed those which normally would be incurred) resulting from the duty traveller’s absence, at rates set out in Appendix A (Receipts required);
  - d) reasonable costs (e.g. porters, taxis, etc.) of special assistance for physically handicapped travellers (Receipts required);
  - e) for storage and excess baggage charges where this is in the performance of duty and a satisfactory explanation is provided (Receipts required); and

- f) laundry – after two (2) consecutive days on duty travel, at rates set out in Appendix A, (Receipts required).
- 4) Certain employees on duty travel may offer hospitality, but must do so in compliance with Directive 811, Hospitality. Such expenses must be charged to the hospitality code.
- 5) Taxis may be used (Receipts not required for fares of \$8 or less). The use of taxis must be explained except where the purpose is self-evident.
- 6) Receipts are required (unless specifically exempted by this directive) to justify travel expense claims, and duty travellers must make every reasonable effort to comply with this requirement. However, if it is impossible to obtain an original or replacement receipt, it should be so noted on the claim form. The approving officer shall initial the note if he agrees that it is appropriate to pay the claim despite the missing receipt.
- 7) Travel claims should not be accepted for expenses related to additional hotel accommodation, meals, incidentals, etc. beyond scheduled, approved travel without a detailed explanation approved by the signing authority.
- 8) If government and personal travel are combined, only the expenses that would have been incurred if the personal travel had not taken place will be reimbursed.
- 9) Within ten (10) working days of completing a trip, the duty traveller shall submit his/her claim for expenses on the pre-authorized Travel Authorization\_& Expense Claim form, with required supporting documents and receipts, for approval by the GN.
- 10) When there is an outstanding travel advance, failure to file an expense claim within ten (10) working days of completing a trip may result in a payroll deduction.

#### 2.4. Related Issues

- 1) Travel Advances:
  - a) A duty traveller may request a travel advance of up to 80% of anticipated travel costs excluding airfare and accommodation expenses (See Directive 817-3).
  - b) Travel Advances should not be issued for transportation or accommodation as the individual or departmental credit card or GN travel card should be used.

- c) For those employees who have received a travel advance that exceeds their claim, they are to provide, within ten (10) working days of completing the trip, a personal cheque or money order to cover the balance.
  - d) No employee is allowed to have more than one travel advance outstanding at any one time, unless more are approved by the Minister, Deputy Head or delegate.
- 2) Transportation:
- a) Air travel must be at the lowest practical fare (Exceptions must be approved by the Minister or Deputy Head.).
  - b) Duty travellers shall not volunteer to be “bumped” from their seats with commercial carriers. In the event where a duty traveller is involuntarily “bumped” by the commercial carrier, any compensation the carrier offers for imposed “bumping” shall be used to minimize GN expense.
  - c) A traveller may not count as duty travel time any delay due to personal choice.
- 3) Vehicles for Duty Travel:
- a) Rental vehicles (mid-size car, unless specific prior approval for larger vehicle) may be used if practical, economical, and authorized in advance. Government rates are available for duty travel; higher rates must be justified. The traveller must decline supplementary insurance (collision damage waiver - CDW) coverage since the GN is insured against this risk.
  - b) As a general rule, use of personal vehicles for GN use is discouraged. No reimbursement will be provided for use of private vehicles for duty travel unless specifically approved by the Minister or Deputy Head, and only then upon provision of proof of “Business Use” insurance on the vehicle. The cost of obtaining this special coverage will be at the expense of the employee. Reimbursement for approved use of private vehicles will be at rates set out in Appendix A.
- 4) Off-Road Vehicles for Duty Travel:
- a) Duty travel using off road vehicles (including snowmobiles and all-terrain vehicles) and small vessels must be authorized in advance, whether the vehicles or vessels are commercially rented or privately owned.
  - b) All-terrain vehicles must have four or more wheels. The traveller must wear an approved safety helmet when riding on an off road

vehicle, and an approved personal floatation device at all times in a small vessel.

- c) Reimbursement for GN use of personal off-road vehicles will be at rates set out in Appendix A (Receipts required). Insurance, repairs and other ownership costs for privately owned off-road vehicles and vessels are the owner's responsibility.
  - d) If a privately owned vehicle is used, proof of adequate public liability insurance coverage must be provided to Risk Management before travel commences.
- 5) Private Aircraft

A duty traveller shall not travel by privately owned aircraft, or any aircraft that is not commercially licensed and specifically engaged for the purpose (See directive 815 - Aircraft Chartering). A duty traveller shall not pilot any aircraft on duty travel. Ministers and any accompanying staff are exempt from this provision.

## 2.5. Accommodation

- 1) Commercial Accommodation:
  - a) The duty traveller shall minimize the cost to the GN by using accommodations and government discount rates listed in the white pages of the Hotel and Car Rental Directory for Government Employees where available. Exceptions require prior approval by the individual authorizing the duty travel. The Directory is posted at <http://acrd-rehelv.pwgsc-tpsgc.gc.ca/>. A duty traveller who ignores this provision is not eligible for reimbursement above the posted government discount rate.
  - b) For periods not exceeding eighteen (18) calendar days, public officers will be reimbursed for actual costs of authorized accommodation.
  - c) For periods exceeding eighteen (18) days, normally the duty traveller will be expected to make appropriate arrangements for suitable rental accommodation at weekly or monthly rates.
  - d) The duty traveller is personally responsible for cancelling any unused reservations by the agreed acceptable time and paying any resulting penalty for neglecting to cancel on time. This provision may be waived if circumstances prevented the traveller from cancelling the reservation and a satisfactory explanation is provided.
- 2) Non-Commercial or Private Accommodation:

- a) A duty traveller may use private accommodations and will be reimbursed at rates set out in Appendix A (Receipts not required).
- b) Use of other types of accommodation, such as tents and trailers, must be pre-authorized and will be reimbursed to a maximum of the private accommodation rate at rates set out in Appendix A (Receipts Required).

## 2.6. Headquarters Travel

Duty travellers will be reimbursed for unusual transportation expenses necessarily incurred while carrying out their duties within their headquarters area. Subject to GN approval, payment shall be made for transportation in the headquarters area of the duty traveller in the following circumstances:

- a) for a taxi between place of duty and home where the duty traveller is required to work after normal hours and circumstances such as a combination of late hours, weather and distance make it unreasonable to use his/her normal means of getting to or from work; or
- b) where transportation is necessary for such reasons as the carrying of bulky documents, or because of the time factor and the method chosen is the most economical under the circumstances.



**APPENDIX A**

The Government of Nunavut will reimburse duty travellers for expenses incurred while on approved duty travel. The rates for meals, incidentals and mileages are tied to those set by the federal government Treasury Board. These rates are reviewed semi-annually and published, to be effective April 1 and October 1 of each year. The Comptroller General on behalf of the Government of Nunavut will review and implement any changes to the GN rates.

**RATES (Effective – October 1, 2009)**

**Duty Travel**

**Meals and Incidental Expenses Allowance when traveling within the following areas:**

For periods of duty travel not exceeding eighteen (18) calendar days, per diems below will be paid. An employee in travel status for part of a day may claim only the individual meals and incidentals as applicable.

	Nunavut	NWT	Yukon/Alaska	Canada/USA
Breakfast	\$19.70	\$20.80	\$15.15	\$14.45
Lunch	26.90	18.00	16.70	13.45
Dinner	59.30	47.75	48.35	38.35
Incidentals	17.30	17.30	17.30	17.30
<b>Total per Day</b>	<b>\$123.20</b>	<b>\$103.85</b>	<b>\$97.50</b>	<b>\$83.55</b>

Except in communities where housekeeping units or reasonable room and board are not available, when travel status extends beyond eighteen (18) calendar days in one location, the maximum amount claimable for **meals** (see shaded area above) shall be reduced to twenty dollars (\$20.00) per day inclusive for all days in excess of eighteen (18) calendar days.

**Private Accommodation**

Within Nunavut - \$75.00 per night (Receipts not required)

Outside Nunavut - \$50.00 per night (Receipts not required)

**Child Care**

\$45.00 per day, per child (Receipts required)

