

	<b>ALLOWANCES AND BENEFITS</b> <b>Human Resource Manual</b>
<b>International Duty Travel</b>	<b>Section 1508</b>

## INTERNATIONAL DUTY TRAVEL

### PURPOSE

1. The Government may authorize employees to travel to a foreign country, for various reasons that the Employer deems beneficial to the Government. This might include one of the following reasons:
  - attend a conference, seminar or association meeting.
  - study a specific feature of society.
  - participate in an exchange program.
  - study a specific feature in a technical engineering field.
  - observe the government of another country.

### APPLICATION

2. These guidelines and procedures apply to all employees.

### PROVISIONS

3. Employees on duty travel in another country are expected to use travel time to the best possible advantage. Public relations is considered a significant function of the visit and diplomacy should be exercised at all times.
4. Travel expenses for employees travelling in the United States are paid in US dollars.
5. To apply for international duty travel an employee submits their request through their direct supervisor. The application should include:
  - A statement of purpose for the trip, what the trip is intended to accomplish and how the Government will benefit from this;
  - a short description of background information supporting the request;
  - a travel advance claim with a cost estimate for the trip including entertainment expenses where applicable;
  - the funding arrangements planned for the trip; and
  - the qualifications for the employee who plans to travel.
6. The supervisor submits the travel proposal to the Deputy Head. If approved, the proposal is forwarded to the Minister of the department for approval.
7. The Employee is responsible for the following:



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- acquiring a passport.
  - notifying the host agency of travel plans.
  - purchasing the appropriate currency, travellers' cheques, etc.
  - arranging any necessary supplementary medical insurance.
8. The employee files a report upon return.
9. A copy of the travel report is sent to Cabinet and if not confidential, to the Government Library.

**AUTHORITIES AND REFERENCES**

10. Main Collective Agreement with NEU  
Article 41, Duty Travel
11. Collective Agreement with NTA  
Appendix B4, Duty Travel
12. Senior Management and Excluded Employees Handbooks  
Duty Travel
13. Financial Administration Manual  
Duty Travel Expenditure

**CONTACTS**

14. For further information or clarification, please contact:
- Director Financial Services, Processing & Collections**  
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