

SECTION 17
TRAVEL REGULATIONS AND POLICIES

17.03 OUT-OF-PROVINCE TRAVEL

AUTHORITY: TREASURY BOARD

ADMINISTRATION: PUBLIC SERVICE COMMISSION

17.03 OUT-OF-PROVINCE TRAVEL

(1) APPLICATION OF POLICY

The application of this policy is referenced to the schedules of the *Financial Administration Act* [FAA] (*reference Section 3.01 of TB Policy and Procedures Manual*) and applies as follows:

- Schedule “A” - Departments (except the Legislative Assembly)
- Schedule “B” - Crown corporations
- Schedule “C” - School Boards and Hospital Authorities
- Schedule “D” - Commissions

Except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies.

(2) ELIGIBILITY

(a) This section applies to all employees of the public service who are required to travel on government business away from their domicile to a destination outside the Province.

(b) Employees are expected to make reasonable expenditures for meals, accommodation and travel, and to economize where possible, bearing in mind the requirements of the position they occupy.

(c) Any expense incurred by an employee on behalf of any other person(s) may not be claimed unless specifically authorized in this directive.

(3) TRAVEL PLANNING AND CONTROL

(a) The travel planning and booking function should be assigned either to the administrative officer or a limited number of support staff who are familiar with procedures, rates, etc. and can ensure the most economical and efficient travel.

(b) A senior administrative officer in each department should be designated by the Deputy Head as being responsible to monitor the payment of claims, in terms of government policy, economy, expenditure control and budgeting.

(4) AUTHORIZATION PROCESS

(a) An employee must submit, on a form prescribed by Treasury Board (Attachment

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17.03 Out-of-Province Travel

17.03-I), a request for out-of-province travel authorization to the appropriate Minister or delegated officer for consideration. No allowance shall be paid and no reimbursement shall be made to an employee for out-of-province travel unless supported by the written permission of the Minister or delegated officer.

(b) The Minister or delegated officer shall determine that the purpose of the travel cannot adequately be met through written or electronic correspondence or telephone communication.

(c) The Deputy Head or Minister must approve travel within Canada and the continental United States of America (U.S.A.).

(d) Travel outside Canada and the continental U.S.A. must be approved by the Minister.

(5) TRAVEL ADVANCES

(a) An advance payment for out-of-province travel may be made to an employee prior to his/her departure from the Province on government business. Such advance payment will be limited to an amount sufficient to defray the estimated expense of the journey and it will be made available no more than 10 days prior to the date of departure. Every effort should be made to avoid the requirement for "panic" cheques. All advance payments shall be accounted for to the Department of the Provincial Treasury within 15 working days of the date of return. When out-of-country travel and foreign currency is involved, settlement may be extended to 30 working days.

(b) An advance payment shall be made only on a payment voucher approved by the Minister or delegated officer.

(c) As usual practice, no advance payment shall be made to an employee who has a previous advance payment outstanding that has not been accounted for to the Department of the Provincial Treasury. However, if a second advance is unavoidable, an explanation is required for the additional advance.

(d) In the purchase of airline tickets, credit cards must be used to provide the vendor with official purchase authorization. **No travel advances are to be issued for the purpose of purchasing airline tickets.**

(e) The Department of the Provincial Treasury may recover any accountable advance payment or any portion thereof that is not accounted for as required, out of any monies payable by the Province of Prince Edward Island to the employee to whom the advance payment is made.

(f) Where the employee is employed in a Commission, Board or other Agency of the Province that administers its own accounting system, and where it reads "Department of the Provincial Treasury" in Subsection (5) (a), (c) and (e) above, it shall be deemed to read as that particular Commission, Board or other Agency.

(6) MODE OF TRAVEL

(a) Every employee shall travel by the most direct route and the most economical mode of travel, taking into consideration the travel time involved.

(b) Ministers and Deputy Heads, when travelling to destinations that require 3 hours flying time or less, shall travel economy class. When flight time exceeds 3 hours, Ministers and Deputy Heads, at their own discretion, have the option of flying Business/Executive Class.

(7) ALLOWANCES - TRANSPORTATION EXPENSES

(a) Except where a higher standard is approved by Treasury Board or under part 6(b) above, the claim of every employee for transportation expenses shall be restricted to the cost of the following standards of travel:

- (i) by rail, where sleeping accommodation is not required, coach class;
- (ii) by air, economy class;
- (iii) by privately-owned motor vehicle, a transportation allowance;
- (iv) by bus;
- (v) by government-owned or leased motor vehicle; rental vehicles, as required, should be obtained at the most economical rate considering the needs at the time.

(b) Where it has been determined that travel by air is the most efficient and cost-effective mode of travel but where an employee requests that he/she be allowed to travel by his/her own private motor vehicle, the Minister or delegated officer may approve such travel arrangements. In such circumstances, the employee will only be reimbursed the airfare equivalent in lieu of the motor vehicle travel allowance.

(c) A taxi may be used by an employee only where no convenient public transportation is available, or where the saving of official time is essential.

(d) Where a transportation allowance has been approved for out-of-province travel by privately-owned motor vehicle, claims may be made for:

- (i) transportation allowance for the kilometers driven on government business at the rate prescribed in Section 17.02-(2)(a) or 17.03-(7)(b), whichever is applicable;
- (ii) ferry charges;
- (iii) bridge, road or tunnel tolls; and
- (iv) parking charges.

(8) ALLOWANCES - LODGINGS AND MEALS

(a) An employee is eligible to claim reimbursement for the cost of lodgings to the extent that the Minister or delegated officer considers reasonable. Employees are required to ensure that government rates, or the most economical rates available, are obtained for accommodation. Receipts are required.

(b) When the employee elects to stay in a private residence, he/she is eligible to claim reimbursement to a maximum of \$10.00 per night. Receipts are not required.

(c) An employee shall be reimbursed for purchased meals and gratuities by an allowance of \$50.00 per full day of travel. Receipts are not required to claim this composite allowance.

(d) This maximum composite allowance may be exceeded only under very exceptional circumstances which must be clearly specified on the expense claim form, with receipts attached.

(e) For less than a full day of travel, an employee is eligible to claim the following allowances for purchased meals and gratuities:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 25.00

(f) Each meal shall be itemized on the expense claim when the day being claimed is less than a full day of travel.

(g) No employee shall be reimbursed for meals which are included as part of transportation or conference expenses.

(h) When an employee is required to travel outside Canada, the meal allowances outlined in (e) above may be claimed in U.S. funds.

(9) ALLOWANCES - INCIDENTAL EXPENSES

(a) An employee is eligible to claim reimbursement for other costs which are directly related to the purpose for which the employee is travelling, such as checking baggage in transit, telephone charges, and reasonable laundry and dry cleaning charges. Each such item shall be individually listed in the "other" column of the expense claim, and the reason for incurring each expense clearly indicated. Receipts are required. No employee will be reimbursed for optional life insurance coverage or the yearly fixed cost of credit cards.

(b) An employee may be reimbursed for entertainment to the extent that the Minister or delegated officer considers reasonable. Receipts are required.

(10) "FREQUENT FLYER" BONUS POINTS

(a) The Government has not established a policy on the acquisition or utilization of "frequent flyer" bonus points which may accrue to employees as a result of travel on government business.

(b) Employees are reminded that if they acquire and utilize such frequent flyer bonus points for personal travel, they are expected to report the equivalent airfare value of the points used to Revenue Canada as a benefit subject to income tax.

(11) REIMBURSEMENT PROCESS

(a) An employee shall submit an expense account in the form prescribed by Treasury Board (Attachment 17.03-I), detailing the expenditures incurred and the places where they were made as soon as possible, or at the maximum 30 days from the conclusion of travel.

(i) Official receipts for all transportation, all lodgings, all laundry expenses, all vehicle rentals, taxis costing \$5.00 or more per trip, and other services which may be reimbursed within the meaning of this directive;

(ii) A statement of the vehicle used on government business in the prescribed form, where a transportation allowance has been approved in accordance with this directive.

(b) Supervisors are responsible for monitoring their employees' travel, including the approval and signing of travel claims. Claims, including entertainment expenses, must also be approved by the Minister or delegated officer.

17.03 Out-of-Province Travel

(12) EMPLOYEE CONVENTION HOSTING OPPORTUNITIES (ECHO)

(a) Employees travelling to meetings and/or conventions out-of-province are encouraged to invite these meetings back to Prince Edward Island. Employees must complete the applicable sections of the out-of-province travel form and the Employee Hosting Opportunities Survey form (Attachment 17.03-II). Employees must submit this form to the ECHO Program Manager, who is responsible for compiling the information.

**PROVINCE OF PRINCE EDWARD ISLAND
TRAVEL AUTHORIZATION & EXPENSE CLAIM**

OUT-OF-PROVINCE

INSTRUCTIONS: EMPLOYEE MUST COMPLETE PART 1 OF THE FORM AND HAVE APPROPRIATE AUTHORIZATION BEFORE TRAVEL OCCURS AND/OR ADVANCES ISSUED. CLAIMS FOR EXPENSES WILL BE SUBMITTED BY COMPLETING PART 2 (AND PART 3 IF APPLICABLE) AFTER RETURNING FROM TRAVEL AND HAVING CLAIM APPROVED.

PART 1	EMPLOYEE NAME		VOUCHER NO.		VENDOR NUMBER	
	MAILING ADDRESS		ACCOUNT CODE			
	DEPARTMENT	DIVISION	SECTION	TRAVEL BEGINS ON	TRAVEL ENDS ON	
	TRAVELLING TO	PURPOSE OF TRAVEL / BENEFITS TO GOVERNMENT				
	WOULD YOU LIKE TO TAKE PEI PROMOTIONAL MATERIALS TO THIS MEETING?	IS THE MEETING YOU ARE ATTENDING A RE-OCCURRING MEETING OR EVENT THAT COULD BE HELD ON PEI IN THE FUTURE? (Please complete attached Employee Convention Hosting Opportunity form)				
PART 2	ESTIMATE OF TRAVEL COSTS		AMOUNT \$		SUMMARY OF ACTUAL COSTS (To be completed upon return)	
	ITEM				1. TRANSPORTATION: _____	
	TRANSPORTATION (DESCRIBE)		\$		2. LODGING: _____	
	LODGING				3. MEALS: _____	
	MEALS				4. OTHER: _____	
	OTHER				5. TOTAL: _____	
	TOTAL ESTIMATE				6. ADVANCE: _____	
	AMOUNT OF ADVANCE REQUESTED				7. TRANSPORTATION, ETC. NOT PAID FOR BY EMPLOYEE: _____	
	SIGNING AUTHORITY		MINISTER IF REQUIRED		BALANCE DUE = 5 - 6 - 7	
	TO TRAVEL					
PART 2	DETAILS OF EXPENSES INCURRED AND CLAIMED (TO BE COMPLETED UPON RETURN. IF PERSONAL CAR IS USED COMPLETE PART 3)				EMPLOYEE	PROVINCE
					\$	\$
	DATE	TRANSPORT	LODGING	MEALS	OTHER	DESCRIPTION OF OTHER EXPENSES
	TOTAL					
PART 3	DETAILS OF PRIVATE VEHICLE USAGE (IF APPLICABLE)					
	DATE	FROM	TO	KM.	¢/KM	\$
	(TRANSFER TOTAL \$ COSTS TO PART 2)			TOTAL		
CERTIFY THAT THE ABOVE ACCOUNT OF TRAVEL EXPENSES IS CORRECT IN ALL RESPECTS AND THAT ALL EXPENSES REPORTED WERE NECESSARILY INCURRED ON OFFICIAL GOVERNMENT BUSINESS. DATE: _____ EMPLOYEE SIGNATURE: _____				APPROVED BY: _____		
				(Authorized Signature)		
				DATE: _____		



TRAVEL SURVEY



Name: _____ Department: _____

Position: _____ Telephone: _____

Name of Meeting attending: _____ Meeting Date: _____

Location of Meeting: _____

Is Meeting held:

 Quarterly Semi Annually Annually Other: _____
Is this the first time you are attending this meeting? Yes No

If no, how many times have you attended this meeting? _____

Does the location of this meeting change each time it is held? Yes No

In your opinion, do you feel that this meeting could be hosted on Prince Edward Island?

 Yes No

What would be the limiting factor(s)?

 Accommodations Funding Meeting location does not change

 Lack of local organizing committee Government support

 Other _____

Would you be willing to find out more information about the invitation process to host this meeting?

 Yes No

Would you be willing to assist with the planning and hosting of this meeting if it were held on Prince Edward Island?

 Yes No
Are you aware of the EMPLOYEE CONVENTION HOSTING OPPORTUNITIES (ECHO) program that is available to assist you in hosting meetings? Yes NoMEETING DETAILS

Average # of participants _____ Length of meeting _____ days

Season: Winter (December - February)
 Spring (March - May)

 Summer (June - August)

 Fall (September - November)

General Comments: _____

Do you want PEI promotional material to take to this conference? Please contact Jo-Ann Thomsen, Program Manager - Employee Convention Hosting Opportunities, Department of Tourism - TEL: 368-2191

Email: jfthomsen@gov.pe.ca