

## MANAGEMENT BOARD DIRECTIVE

M.B.D. #13/84

**Title:** GOVERNMENT TRAVEL

**Date of Issue:** July, 1984      **Effective Date:** February 11, 1997

1. (1) This Directive is issued pursuant to Sections 24(1), 28(1) and 33(1) of the Financial Administration Act.

### **TITLE:**

2. (1) This Directive may be referred to as the Travel Directive.

### **DEFINITIONS:**

3. (1) In this Directive:
  - (a) "authorized officer" or "authorizing officer" means an officer who has the authority to authorize and approve travel under section 4 of this Directive;
  - (b) "Commissioner" means the Commissioner of Yukon;
  - (c) "department" means a department as defined in the Financial Administration Act;
  - (d) "Deputy Head" means a Deputy Head as defined in the Public Service Act and includes the Presidents of the Yukon Housing Corporation, the Yukon Liquor Corporation, the Yukon Development Corporation and the Workers' Compensation Health and Safety Board.

- (e) "distance allowance" means the amount payable for the use of a privately-owned automobile or airplane;
- (f) "employee" means a public officer as defined in the Financial Administration Act, and includes the Commissioner and any other person authorized by a public officer to travel on government business where the cost of such travel has been provided for in an Appropriation Act;
- (g) "incidentals" or "incidental expenses" includes dry cleaning, laundry, luggage insurance, the cost of converting unused foreign currency into Canadian dollars, and other personal supplies, expenses or services;
- (h) "travel" means travel by an employee on government business for which the expenses authorized by this Directive are paid;
- (i) "headquarters area" means an area within 16 km, by road, of an employee's work place or within Whitehorse city limits;
- (j) "public officer" means a public officer as defined in the Financial Administration Act;
- (k) "transportation expenses" means:
  - (i) a distance allowance where travel is by privately-owned car, airplane, snowmobile, boat or other mode of transportation; or
  - (ii) where travel is by any other mode of transportation, the amount charged for conveying an employee and his/her baggage from one

place to another, but does not include any additional charge for lodgings, meals, berths, parlor car seats or gratuities;

- (l) "travelling expenses" means transportation expenses and any other expenses that are paid in accordance with this Directive by an employee while travelling on government business outside the headquarters area, and includes expenses incurred within the headquarters area for taxi-cabs or distance allowance at the commencement and termination of travel;
- (m) "travel advance" means the amount paid to an employee prior to the departure on travel status to cover the estimated cost of expenses during the trip;
- (n) "travel status" means the eligibility of an employee to have travelling expenses paid while absent from home or the headquarters area on government business with the approval of an authorized officer;
- (o) "work place" means the actual building or another regular place of employment of an employee; and
- (p) "private vehicle" means any privately-owned car, airplane, snowmobile, boat or other mode of transportation.

**AUTHORIZATION TO TRAVEL:**

- 4. (1) Before an employee travels on government business, the travel shall be authorized by a public officer who has the necessary signing authority under the Signing Authorities Directive. The travel authorization shall identify the

number of working days that the employee will be absent including the days, if any, that the employee will not be on travel status.

- (2) Subject to subsection (1), travel shall be authorized for an employee by his/her supervisor except that:
- (a) The Deputy Head shall authorize travel outside Yukon for an employee in a department for which the Deputy is responsible, but such authorization shall only be given with the prior approval of the Executive Member responsible for that department, and a copy of such approval shall be submitted with the travel claim. The Deputy Head may not delegate this authority.
  - (b) Travel by the Clerk of the Legislative Assembly shall be authorized by the Premier with the approval of the Speaker of the Legislative Assembly.
  - (c) Travel by the Commissioner shall be authorized by the Premier, except travel within the Yukon which may be authorized by the Deputy Minister of the Executive Council Office.
  - (d) Travel by a member of the Yukon Teachers Association which is part of a professional development proposal approved under Article 11 of the Yukon Teachers Association collective agreement shall be authorized by the Deputy Head of Education without prior approval of the Executive Council Member responsible for Education.
  - (e) Travel by an employee, employed pursuant to the Education Act, as part of an approved student field trip shall be authorized by the Deputy Head of Education without prior approval of the Executive Council Member responsible for Education.

- (3) (a) Notwithstanding section 4(2)(a), all international travel, except for:
- travel to Alaska, and
  - travel authorized under 4(2)(d), 4(2)(e) and 4(11)
- shall be authorized by the Executive Council Member responsible for that department.
- The Executive Council Member may not delegate this authority.
- (b) Within two weeks following completion of the trip, section 6 of the Report shall be completed and forwarded to the Executive Council Member responsible for that department.
- (4) Subsection 4(2) does not apply to travel of non-public officers or to public officers whose headquarters area is outside Yukon.
- (5) Notwithstanding Section 4(2) where an employee is required because of operational requirements to travel from Dawson City to Beaver Creek, or return, via the Top of the World Highway, or from Fraser Camp to Mule Creek Camp, or via the Skagway and Haines Roads, and is required to overnight in Alaska or incur other expenses in Alaska, for the purposes of this Directive, the employee shall be deemed to be travelling in the Yukon.
- (6) Notwithstanding Section 4(2) where an employee is required because of operational requirements to travel to Herschel Island or Northern Yukon, or return, and is required to overnight in the Northwest Territories or incur other expenses in the Northwest Territories, for the purposes of this Directive, the employee shall be deemed to be travelling in the Yukon.

- (7) Notwithstanding Section 4(2) the Deputy Head of Health and Social Services may delegate authorization of emergency out-of-Territory travel as provided under the Young Offenders Act and the Child Welfare Act.

- (8) Authorization to travel on government business shall be obtained on the "Travel Authorization and Claim" form attached as Appendix A.
- (9) Section 4(2) does not apply to Conservation Officers who, in the course of their patrol or enforcement duties, are required to travel to British Columbia, Alaska, or the Northwest Territories. For the purpose of this directive, these employees shall be deemed to be travelling in the Yukon.
- (10) Section 4(2) does not apply to travel, for the purpose of Yukon's obligations under various land claim agreements, to the communities of Inuvik, Aklavik, Fort McPherson, and Arctic Red River, in the Northwest Territories. Authorization for travel to those communities will be the same as that for travel in the Yukon.
- (11) Notwithstanding Sections 4(2) and 4(3), out-of-territory or international travel for Community Services wildfire management personnel responding to an emergency request for assistance from another jurisdiction, in accordance with existing mutual aid agreements, may be authorised by the Director of Protective Services without prior approval from the Executive Council Member responsible for Community Services.

**TRANSPORTATION AND TRAVEL STANDARDS:**

- 5. (1) (a) Except for short journeys where the use of car, bus or train is more economical, air travel by scheduled carrier is acceptable.

**Air Travel**



**Excursion** (b) Excursion class shall be used where time of booking and itineraries allow for its use.

- Class of Air Travel** (c) First class or business class air travel may be authorized if excursion or economy class is not available, itineraries cannot be changed, or it is more economical to fly business class or first class than to incur lodging and meal expenses. Upgrades from economy class and exemptions from the foregoing must be specifically authorized by the Executive Council Member responsible.
- Charters** (d) Travel by charter aircraft for an employee shall be authorized by the Deputy Head or the Executive Council Member.
- Booking** (e) All arrangements for air travel, whether by charter aircraft or by scheduled carrier, shall be made through the Department of Highways and Public Works except where circumstances make it necessary to change arrangements while enroute.
- Personal 'stop-overs'** (f) Where a journey is interrupted for personal reasons, the additional air fare resulting from the stop-over shall be paid by the employee.
- Coupons** (g) Where an employee is provided with travel industry promotional vouchers or credit coupons in connection with travel on behalf of the government, the vouchers or coupons are to be returned to the department with the employee's travel claim and the department shall forward the vouchers or coupons to the Department of Highways and Public Works.
- (h) No employee who has obtained a promotional voucher shall use the voucher to upgrade a ticket used for travel on government business.

- Bonus Points**
- (i) No employee may obtain travel bonus points or other premiums from tickets used to travel on government business. Members of the public travelling at government expense for medical purposes may, however, collect and accumulate bonus points.
  - (j) Paragraphs (b) and (c) do not apply to an Executive Council Member or the Commissioner.

**Rail Travel** (2) Normally, the fare standard to be approved for day shall be parlour car or coach class. For overnight travel, a roomette or equivalent accommodation shall be approved.

- Travel by Privately owned Vehicle**
- (3) (a) An employee may be authorized to use a private vehicle were the employee agrees and where this method is economical and practical. Section 6 of this Directive describes the distance allowance payable to an employee in this situation.
  - (b) Where an employee agrees to use a private vehicle for travel on government business and is authorized to do so, the employee must carry insurance for third party liability and passenger hazard to the minimum limits required by law.

**NOTE:** **The government strongly recommends that an employee using a private vehicle for travel on Government business obtain supplementary insurance for business use of the vehicle.**

- (c) Where the use of a privately-owned airplane is economical and practical, this mode of transportation may be authorized by a Deputy Head. Prior approval

shall be obtained from the Department of Highways and Public Works so that adequate insurance coverage is in effect when the trip is made.

(4) **Sea Travel** Where overnight travel is involved, appropriate accommodation on board ship shall be authorized. All reservations for sea travel requiring overnight accommodation are to be arranged through the Department of Highways and Public Works.

(5) **Bus** Travel by bus shall be authorized where this method of transportation is the most economical and appropriate under the circumstances.

(6) **Taxi** Taxis may be used by an employee on travel status when the use of such transportation is justifiable and reasonable. Payment for airport bus service does not require receipts.

(7) **Rental Car** The use of "drive-yourself" rental cars may be authorized where this method of transportation is economical and practical. Car rental shall be authorized before travel begins except where circumstances make this impractical. The cost of insurance paid to car rental agencies for liability coverage shall be authorized as part of the cost of car rental.

(8) **Local Bus** The cost of this service will be paid up to a maximum of \$5.00 for every two days that an employee is on travel status.

(9) **Ambulance** Payment for the use of an ambulance shall be approved where this is necessary because an employee has become ill or is injured while on travel status.

(10) **Government Car** Unavoidable expenses incurred in the use of a government-owned vehicle may be charged as they occur using credit cards provided by the government. Where credit cards are not available, an employee shall be reimbursed necessary disbursements made in connection with the operation of the car.

- (11) **General** No arrangements for private travel of any kind shall be made for an employee by the Department of Highways and Public Works or any other department.

**DISTANCE ALLOWANCES:**

6. (1) (a) Payment to an employee who agrees to do so and is authorized to use a private vehicle for travel on government business inside or outside the headquarters area shall be eligible to be reimbursed at the maximum rate set out in Appendix B, Section 4.
- (b) Where an employee has agreed and has been authorized to use a private vehicle for travel between two or more locations, and a distance allowance is claimed, the distance will be that shown on an up-to-date map of highways approved by the authorizing officer.
- (2) Every employee who agrees and is authorized to use a private vehicle on official business and claim distance allowances shall support the claim by completing the "Kilometerage Certificate and Diary" in three copies and attaching to the Claim.
- (3) Additional amounts that may be paid for the use of a private vehicle are as follows:
- (a) Within the headquarters area a minimum of \$2.35 for each day the vehicle is used, but not in addition to any distance allowance that would be paid in excess of \$2.35 per day.
- (b) Costs incurred for road, ferry, bridge and tunnel tolls, and necessary parking charges up to a maximum of \$5.00 per day without receipts.

**Amended 03/05**

**MBM #03-02-11**

- (4) No additional allowances are payable for carrying passengers where an employee is authorized to use a private vehicle.
- (5) Payment for distance allowances for the use of a private vehicle will constitute the total charges for travel, and no claim shall be paid for any expenditure as a result of accidents or mechanical failure.

**ACCOMMODATION:**

- 7. (1) The Central Travel Service in the Department of Highways and Public Works shall be used to make hotel reservations.
- (2) An employee shall be eligible for reimbursement of actual expenses for lodging at a commercial establishment in Yukon and Northwest Territories.
- (3) (a) An employee is eligible for reimbursement of actual expenses for lodging outside Yukon at a commercial establishment, up to a maximum rate of \$110.00 per night, not including tax.
- (b) Notwithstanding paragraph (a), where an employee is attending a meeting or convention outside Yukon, and the host of the convention or meeting has reserved a block of rooms at the hotel, the employee shall be eligible for reimbursement of actual expenses for lodging in one of the reserved rooms.
- (4) Although an employee on travel status is expected to use commercial establishments for lodgings, the employee may make arrangements to stay in a private home. An employee who makes such arrangements is eligible to be reimbursed at the rate of \$13.50 for each night. Where accommodation

is provided free of charge by a private company or a government, no claim shall be paid for such accommodation.



- (5) Notwithstanding subsection (3), an Executive Council Member, a Member of the Legislative Assembly and the Commissioner are eligible for reimbursement of actual expenses for lodging at any commercial establishment required in the course of authorized travel.

**MEALS AND INCIDENTAL EXPENSES:**

- 8. (1) For each full calendar day on travel status an employee is eligible to be reimbursed a composite allowance, as outlined in Appendix B Section 1, as reimbursement of reasonable costs for personal meals and expenses.

**Travel Status more than One Day** Where this allowance is paid no additional amount may be claimed for meals, gratuities, laundry, dry cleaning, other personal supplies or services or depreciation of luggage.

For each of the first and last day of absence, an employee shall be eligible to be reimbursed an allowance to cover incidental expenses, plus the amounts in Appendix B Section 2 in respect of those meals that are reasonably expected to be missed.

- (2) When an employee is on travel status for less than one day or where the round trip journey takes place on the same day, an employee shall be eligible to be reimbursed an allowance for those meals missed while outside the headquarters area as outlined in Appendix B Section 2. While no firm meal times are set for this purpose, the employee shall only be reimbursed for meals that are reasonably expected to be missed. Where an employee is not absent over night, the employee shall not be eligible to be reimbursed the incidental expense allowance.
- Travel Status less than One Day**

(3) **Actual Expenses Claim** Where an employee is required to travel in an area of unusually high costs (e.g. Alaska, N.W.T. and some Yukon localities), and these costs exceed the limits set out in Appendix B, the employee shall be eligible for reimbursement of actual expenses for meals and incidental expenses to the extent that such expenses are reasonable in the circumstances and are supported by receipts. If actual expenses are claimed, they must be supported by receipts for all meals and all incidental expenses for each day such actual expenses are claimed.

(4) **Eligibility of Meals** The allowances for meals and incidental expenses are payable only in respect of periods an employee is on travel status. No payment shall be made under the authority of this Directive for meals purchased in the headquarters area.

(5) **Prepaid Meals** Where the meals of an employee on travel status are paid by the government in advance or by contract, the employee is not eligible for reimbursement of meal expenses, but the employee shall be eligible for the reimbursement of incidental expenses at the rate set out in Appendix B, paragraph 2.

(6) (i) **Remote Locations** Where an employee is required to work at a remote location and prepare his/her own meals, a Deputy Head may authorize reimbursement of the employee's expenses up to a maximum of \$18.00 per day.

(ii) Notwithstanding Section 8(6)(i) an employee who is required to work on Herschel Island who prepares his/her own meals may be reimbursed for expenses up to a maximum of \$29.00 per day.

(7) Where an employee is paid allowances as outlined in Appendix B, no additional amount may be paid for meals, incidental expenses, gratuities, or depreciation of luggage.

**ENTERTAINMENT:**

9. (1) An employee on travel status shall be eligible for the reimbursement of entertainment expenses in connection with government business that are reasonable and justified under the circumstances.
- (2) Notwithstanding section 8(7), an employee shall be eligible for the reimbursement of reasonable gratuities paid in connection with entertainment expenses in connection with government business.
- (3) A claim for entertainment expenses and related gratuities incurred while on travel status shall be supported by an entertainment substantiation form and shall state the names of the persons entertained and the reason for the entertainment.

**DELAYS AND EXTENDED TRAVEL STATUS:**

10. (1) Where an employee has started the journey and the employee is unable to make connections because the aircraft is delayed overnight due to airline error or aircraft serviceability, commercial air carriers are obliged by law to provide overnight accommodation for passengers free of charge. In such circumstances, an employee will obtain such services from the airline, and no expenses are payable under this Directive for such overnight accommodation.
- Overnight  
Delays**
- (2) A stop-over necessitated by delays beyond an employee's control does not affect his/her travel status. However, where a stop-over or side-trip is made for personal reasons, the employee is not on travel status during that period and no expenses are payable under this Directive.
- Personal  
'Stop-overs'**

(3) In cases where an employee is required to spend periods in excess of one month on travel status at one location, the employee, with the authorization of his/her Deputy Head, shall make arrangements for rental accommodation at weekly or monthly rates. The employee is expected to occupy this accommodation as soon as possible after arrival.

**Extended Travel**

(4) (a) Where an employee who is on travel status, is "bumped" from a flight and receives a hotel allowance from the airline, no claim shall be paid by the government in respect of such accommodation.

**'Bumps' from Flights**

(b) Where an employee who is on travel status, is "bumped" from a flight and receives a compensation payment from the airline (in addition to a hotel allowance), the employee shall refund this sum to the government.

**SPECIAL CONDITIONS:**

11. (1) It is not the normal practice to pay a comprehensive allowance for lodgings, meals and incidental expenses. However, an employee may be authorized to make such payment on those occasions where this is considered practical and economical.

**Comprehensive Allowance**

(2) An employee who would otherwise be expected to remain in travel status but who returns home over a weekend shall be reimbursed transportation expenses in an amount not exceeding the cost of maintaining the employee on travel status. The calculation of this cost includes meals, lodgings, accommodations and overtime pay, if eligible, that would be incurred if the employee remained on travel status.

**Weekend Travel Home**

- (3) **Phone Calls** An employee shall be reimbursed the costs of long distance calls or telegrams incurred on government business while on travel status. Claims for long distance calls shall state the name of the person called and the reason for the call. Where an employee has been on continuous travel status for five or more days, an allowance of \$10 may be claimed for each continuous 5 day period on travel status to compensate for personal long distance calls.
- (4) (a) **Child Care** An employee on travel status who is required to make additional arrangements for care of dependents who permanently reside with the employee shall be eligible to be reimbursed actual and reasonable expenses to a daily maximum of \$26 for each dependent. Claims under this section shall be for expenses in excess of that incurred by the employee for care of dependents during the work day. Reimbursement shall not be made where payment is made to a member of the immediate family who permanently resides with the employee.
- (b) For the purposes of this section, dependents shall mean children under the age of 16 or if over 16 years of age, must be dependent on the employee by reason of mental or physical infirmity.
- (5) **Office Costs** An employee may be reimbursed for the cost of public stenographic or typewriting services or rental of office equipment while the employee is on travel status.
- (6) **International Travel** Where an employee is required to travel on government business outside Canada, the employee shall be reimbursed for the cost of obtaining a passport, visas, inoculations, vaccinations, x-rays, certificates of health and supplementary health insurance where these are required for the trip.

(7) **Illness** An employee shall be reimbursed expenses incurred as a result of illness or accident while on travel status, to the extent that the Deputy Head is satisfied that the expenses were additional to those which the employee would have incurred had he/she not been absent from home, and which are not otherwise payable to the employee under the Yukon Health Care Insurance Plan, Yukon Hospital Insurance Plan, Workers' Compensation or an insurance policy.

(8) **Death on Travel Status** If an employee dies while on travel status, the employee's Deputy Head may authorize payment of the expenses which are additional to those that would have been incurred had death occurred in the headquarters area. Included in the expenses payable under this section are:

- (a) at the place where death occurred, ambulance, hearse, outside case (but not the cost of a coffin) and any other services required by local health laws; and
- (b) transportation of the body to the headquarters area or, if desired by the employee's next of kin, to some other place not exceeding the same cost. Costs of an escort are not payable under this Directive.

(9) **Excess Luggage** An authorizing officer may approve costs incurred in transporting the personal effects or government owned equipment at excess luggage rates if it was necessary for the effects or the equipment to be taken on the journey.

(10) **Taxi to Residence** When an employee is required to return to work after having returned home at the end of his/her normal working day, or where an employee, whose normal working day falls between the hours of 7:00a.m. and 5:00p.m., is required to work until after 7:00 p.m., the use of a taxi or the payment of a distance allowance may be authorized for an employee to travel from the employee's residence to the work place and return or from the work place to the home, as the case may be.

(11) **Travel from Home** Where an employee is authorized to travel on government business from the home to a point of call other than the work place, or from the point of call to the home, transportation may be provided or a distance allowance may be authorized between the residence and the point of call, or the work place and the point of call, whichever is the lesser.

(12) **Travel from Outside the Headquarters Area** Where an employee resides outside the headquarters area, transportation expenses at the start and the end of a period in travel status may not exceed expenses that would be payable if he/she resided within the headquarters area.

(13) Subsection 11(2) does not apply to an Executive Council Member, a Member of the Legislative Assembly or the Commissioner.

**TRAVEL ADVANCES AND TRANSPORTATION WARRANTS:**

12. (1) An employee authorized to travel on government business may be issued a travel advance. The amount of a travel advance shall not exceed the estimated costs to be incurred by the employee during the trip.
- (2) A travel advance shall not be issued to an employee until every previous travel advance has been fully accounted for.
- (3) Where an employee travels frequently or on short notice, his/her Deputy Head may request the Deputy Head of Finance in writing to issue a standing advance to the employee. An employee with a standing advance shall be reimbursed to the full amount of the advance each time the expenditures made from the advance are accounted for and approved in accordance with this Directive.

- (4) Where it appears that a standing advance is no longer necessary for travel on government business, or is not being used, the Deputy Head of Finance may recall the standing advance.
- (5) Where an employee with a standing advance is likely to incur travel expenses which are greater than the amount of the standing advance, the employee may be issued an additional advance which shall be accounted for in the same manner as a travel advance for a single trip.
- (6) Every travel advance shall be issued by cheque. In order to obtain a travel advance, a cheque requisition shall be prepared and sent with the "Travel Authorization and Claim" form to the Department of Finance. A cheque requisition must be received by the Department of Finance no later than 48 hours before the cheque is required. In emergency situations, cheques may be issued on shorter notices if requested in writing by a Deputy Head. No cash advances will be made nor will cheques be cashed at the cash desk.
- (7) Upon verification of signing authorities, the Department of Finance will retain copy 2 and return copies 1, 3 and 4 of the "Travel Authorization and Claim" form and the cheque to the originating department.
- (8) It is the sole responsibility of an employee to safeguard a travel or standing advance. Every employee to whom such an advance has been issued shall refund it in full if it is lost, stolen, destroyed or cannot be accounted for. An employee may be reimbursed the cost of converting up to the maximum of an advance into traveller's cheques and for any fees incurred in cashing the cheques.
- (9) Where an employee has not fully accounted for a travel advance by the submission of a properly completed and approved claim within ten working days after returning to the headquarters area, the Deputy Head of Finance shall provide notice in writing to the employee that the travel claim has not been accounted for. Within twenty



working days from the date of notice, the Deputy Head of Finance shall effect recovery of the full amount of the advance from the salary or wages of the employee notwithstanding the fact that the employee may have in his/her possession receipts or other evidence of expenditures which may account for all or part of the advance.

- (10) A "Transportation Warrant" form may be made out by the Department of Highways and Public Works in favour of an airline, train or bus company or a travel agency. The Department of Highways and Public Works will ensure that no one transportation company or warrant agency is unduly favoured. Departments are responsible for the payment authorized by a "Transportation Warrant".

**TRAVEL CLAIMS:**

13. (1) Following completion of travel on government business and return to duty to the work place, an employee shall complete the section headed "Expense Detail" on the "Travel Authorization and Claim" form.
- (2) The following expenditures claimed by an employee shall be supported by vouchers, receipts or other documents:
- (a) Air, rail, sea and intercity bus transportation costs whether or not these have been purchased or provided by the government;
  - (b) Overnight accommodation, except for private accommodation.
  - (c) Car rentals, including insurance coverage for liability protection;
  - (d) Excess luggage;
  - (e) Expenditures for meals and incidental expenses in excess of the rates specified in this Directive;
  - (f) Entertainment and related gratuities;
  - (g) Taxis, where the charge exceeds \$5.00;

- (h) Long distance calls and telegrams, except for calls home pursuant to Section 11(3);

- (i) Public stenographic or typist services, or rental of office equipment;
  - (j) Passport and other expenses authorized with respect to travel outside Canada;
  - (k) Hospital, medical or other expenses arising from illness, injury or death;
  - (l) Necessary disbursements in connection with the operation of government vehicles;
  - (m) Charges for traveller's cheques;
  - (n) Vouchers showing the rate of exchange in effect at the time of purchase of foreign currency;
  - (o) Luggage insurance for losses in excess of airline coverage;
  - (p) Claims for child care under the provisions of Section 11(4);
  - (q) A kilometerage diary/claim form for kilometerage claimed for use of a private vehicle; and
  - (r) An entertainment substantiation form to support entertainment expenses.
- (3) Where an employee incurs travelling expenses which are charged to the government and are not included in the employee's travel claim, the employee shall indicate on the claim the name of the supplier of the services and the amount to be charged separately.
- (4) Every employee shall identify on the travel claim the actual arrival and departure times at each locale, and the stop-overs that are not on government business.
- (5) In completing a travel claim on the "Travel Authorization and Claim" form, an employee will total the column headed "Amount", deduct any advances, strike out the word "Claimant" or "Government" as appropriate, and where a balance of

money is due to the government, attach a remittance for such balance. The claim shall be certified by the employee as claimant, and passed to the public officer who has authorized the travel or, in the absence of the authorizing officer, the public officer who is acting on his/her behalf.

- (6) Before approving a travel claim for payment, the authorizing officer shall delete from the claim all charges which were not incurred on government business and reduce or delete, as required, all amounts that do not comply with this Directive or the Financial Administration Act.
- (7) Following approval of a travel claim, the authorizing officer or, in the absence of the authorizing officer, the public officer who is acting on his/her behalf, shall sign the claim. Only the public officer who has authorized the travel may approve the travel claim.
- (8) The signing of a claim for payment by an authorizing officer certifies that the services specified in the claim were performed satisfactorily, that the expenditures were reasonable, and that all the requirements of this Directive and the Financial Administration Act have been complied with.

**PROCESSING CLAIMS:**

14. (1) Where a balance is due to the government, the authorizing officer shall forward copies 1, 3 and 4 of the claim to the Department of Finance with a remittance. The original copy of the "Travel Authorization and Claim" form will be retained by the Department of Finance and copy 4 will be returned to the originating department with a receipt for the remittance.
- (2) Where a refund is due to an employee, the authorizing officer shall forward copies 1, 3 and 4 of the "Travel Authorization and Claim" form to the Department of Finance.

Copy 4 and a cheque for the refund will be returned to the originating department to be delivered to the employee.

- (3) Notwithstanding subsection (2), where a refund is due to an employee and the amount of the refund is less than \$25.00, a public officer authorized to make refunds under the Refunds Directive may pay the refund from petty cash. Copy 4 of the claim shall be given to the employee and copies 1 and 3 shall be delivered to the Department of Finance with a receipt for the refund signed by the employee.

#### **USE OF CREDIT CARDS:**

15. (1) An employee may use a personal credit card to pay expenses incurred on government travel, providing the cost to the government for travel is not increased thereby.
- (2) In cases where the government has negotiated special rates for travelling expenses, it is the responsibility of the employee to ascertain beforehand whether the rate to be charged will be higher than the negotiated rate if a personal credit card is used to pay for services rendered. Extra costs incurred by the use of personal credit cards are not payable by the employer.
- (3) All travelling expenses incurred by an employee through the use of a government credit card shall be identified by the employee on the travel claim whether or not the expenses are included in the claim or are charged to the government on a separate invoice.

**APPLICATION:**

16. (1) The procedures outlined in section 12(3), (4), (5), (6), (7) and (9), and 14(1), (2) and (3) of this Directive do not apply to employees of the Yukon Liquor Corporation, the Workers' Compensation Health and Safety Board, the Yukon Housing Corporation and the Yukon Development Corporation. Employees of these agencies shall follow procedures established by their respective boards.

**FOREIGN TRAVEL:**

17. (1) An employee travelling outside of Canada shall be eligible for the reimbursement of expenses in accordance with this Directive.
- (2) Where an employee incurs travelling expenses in the currency of a foreign country, the expenses shall be claimed in that currency but the employee shall be reimbursed in Canadian dollars at the rate of exchange in effect at the time the foreign currency was purchased. Every purchase of foreign currency shall be supported by a voucher showing the rate of exchange against the Canadian dollar.

Rates effective April 1st 2003

MEALS AND INCIDENTAL EXPENSES

1. Full Days on Travel Status

The amount claimed up to a maximum of:

In YT	NWT	Nunavut	Rest of Canada	Alaska	Rest of USA
\$74.10 Cdn	\$69.75 Cdn	\$96.60 Cdn	\$64.10 Cdn	\$74.10 US\$	\$64.10 US\$

\* Outside Canada & USA refer to Government of Canada website:  
[www.tbs-sct.gc.ca/travel/travel\\_e.html](http://www.tbs-sct.gc.ca/travel/travel_e.html) and select Appendix D

2. Partial Days on Travel Status

The amount claimed up to a maximum of:

	In YT	NWT	Nunavut	Rest of Canada	Alaska	Rest of USA
Breakfast	\$11.85 Cdn	\$11.70 Cdn	\$17.00Cdn	\$11.00 Cdn	\$11.85 US\$	\$11.00 US\$
Lunch	\$13.10 Cdn	\$12.15 Cdn	\$20.95 Cdn	\$10.95 Cdn	\$13.10 US\$	\$10.95 US\$
Dinner	\$37.65 Cdn	\$34.40 Cdn	\$47.15 Cdn	\$30.65 Cdn	\$37.65 US\$	\$30.65 US\$

\* Outside Canada & USA refer to Government of Canada website:  
[www.tbs-sct.gc.ca/travel/travel\\_e.html](http://www.tbs-sct.gc.ca/travel/travel_e.html) and select Appendix D

3. Incidental Expenses

In Canada	In USA	Outside Canada & USA
-----------	--------	----------------------

\$11.50 Cdn	\$11.50 US\$
-------------	--------------

\* Refer to Government of Canada website:  
[www.tbs-sct.gc.ca/travel/travel\\_e.html](http://www.tbs-sct.gc.ca/travel/travel_e.html)  
 and select Appendix D

4. Distance Allowance for Private Vehicle

48.5 cents per kilometer.  
 Minimum daily rate for mileage of \$2.35

\* **These rates may be obtained from the Department of Finance**



**INTERNATIONAL TRAVEL APPROVAL**

1. NAME OF PERSON(S) TRAVELLING: \_\_\_\_\_

\_\_\_\_\_

2. DESTINATION: \_\_\_\_\_

\_\_\_\_\_

3. DURATION OF TRIP: \_\_\_\_\_

\_\_\_\_\_

4. ESTIMATED COST: \$ \_\_\_\_\_ ACTUAL COST: \$ \_\_\_\_\_

5. PURPOSE OF TRIP: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TRAVEL APPROVED:**

\_\_\_\_\_

DEPUTY MINISTER

\_\_\_\_\_

MINISTER

**INTERNATIONAL TRAVEL REPORT**

(to be completed upon return from the trip)

6. **REPORT:** The body of the report shall include information on the following:
- specific knowledge gained which will benefit the Government of the Yukon;
  - estimated timeframe in which these benefits will become evident;
  - expected benefits to program;
  - expected benefits to the Government of the Yukon

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

DEPUTY MINISTER