

# 7.1 Travel Policy

## Policy Statement

This policy has been designed to balance the government's need to contain costs and demonstrate prudence in the conduct of government activities and the employee's need for convenience when travelling on the Employer's business. These provisions provide for the reimbursement of reasonable expenses necessarily incurred while travelling on the Employer's business and do not constitute income or other compensation that would open the way for personal gain.

## Definitions

### **ALLOWANCE**

An authorized amount that may be claimed in lieu of actual expenditures for specific items, such as mileage.

### **COMMERCIAL ACCOMMODATIONS**

Hotel/motel type of accommodation or similar commercial establishment, which provides lodging at an established daily rate.

### **CONTINUOUS TRAVEL**

Continuous travel time is considered to begin at the scheduled departure time of the first flight of a journey and end at the earlier of:

- arrival at the destination
- the beginning of an overnight stop
- the scheduled arrival time of the first inter-connecting flight(s) within the airlines minimum connecting time rules.

### **DEPUTY HEAD**

The Deputy Minister or designate of a department, or the senior administrative officer of an agency not reporting through a Deputy Minister.

### **EMPLOYEE**

Any person receiving a wage, salary, or other remuneration in return for services rendered to the government in connection with the Employer's business, but excluding those persons performing a service for a fee where the fee includes expenses.

**EMPLOYER**

Her Majesty in the right of the Province of Nova Scotia, as represented by Nova Scotia government departments and agencies.

**ENTERTAINMENT/HOSPITALITY**

Expenses incurred for business meals, beverages, refreshments, receptions, shows, or performances.

**EXPENSE CLAIM FORM**

The standard form used to submit a statement of expense claim for reimbursement, Statement of Travelling Expenses, Form 229.

**EXPENSES**

The actual costs incurred, supported by proof of payment, up to the amount judged by the Employer to be reasonable, based upon experience of what such costs should be in the circumstances.

**HEADQUARTERS AREA**

The area within a 16-kilometre (10-mile) radius surrounding the actual building or other regular place of employment of the employee.

**INCIDENTAL EXPENSES**

Includes items such as gratuities (other than those related to meals and taxi use) and other personal supplies and services, the costs of which can be attributed to a period in travel status, but for which no other reimbursement or allowance is provided under this directive.

**KILOMETRAGE/MILEAGE**

The distance actually travelled on the Employer's business.

**INTERNATIONAL TRAVEL**

Travel outside Canada.

**MINISTER**

The Minister of a department and/or in charge of an agency.

**PUBLIC TRANSPORTATION**

All forms of transportation for which a fare is paid other than privately owned, rented, or chartered vehicles.

**TRANSPORTATION EXPENSES**

Includes commercial air, rail, automobile (private or rental), road, ferry and bridge tolls, and parking charges.

**TRAVEL EXPENSE**

An expense actually and necessarily incurred by an employee in connection with travel on the Employer's business.

**TRAVEL STATUS**

Absence of the employee from his/her headquarters area on the Employer's business involving travel and/or accommodation with the approval of his/her Minister/deputy head.

**WORKPLACE**

The location at or from which an employee ordinarily performs the duties of his/her position including any vehicle or mobile equipment used or likely to be used by an employee in the course of performing his/her position. In the case of an employee whose duties are of an itinerant nature, it is the actual building to which the employee returns to prepare and/or submit reports, etc., and where other administrative matters pertaining to the employee's employment are conducted.

**Policy Objectives**

Proper implementation of this policy will achieve the following objectives:

- educate employees who travel on the Employer's business so that they clearly understand the government's cost control objectives and how employees can help to achieve these
- provide a means to evaluate the effectiveness of the policy
- take advantage of technological advancements to further the aims of the Travel Policy.

**Application**

This policy applies to all civil servants whose terms and conditions are set out in accordance with the *Civil Service Act* and regulations and all bargaining unit staff who are employed by the Government of Nova Scotia, in addition to Ministers, deputy heads, and other persons travelling on the Employer's business, including training. It does not apply to those persons whose travel is governed by other authorities.

## Policy Directives

### ADMINISTRATION

It is the prerogative of the Employer to determine whether, when, where, by whom, and by what means travel will be undertaken and to select the mode and class of transportation and the accommodation to be used, subject to the provisions of this policy.

Employees travelling on the Employer's business, including training, shall be afforded transportation and accommodation that are comfortable and of good quality.

Allowance, rates, and conditions of payment and reimbursement shall be sufficient to meet reasonable, legitimate expenses that are necessarily incurred as result of the requirement to travel. In exceptional travel situations, when a person is confronted with unusual costs, actual and reasonable expenses may be reimbursed.

#### **Travel to/from Workplace at Unusual Hours**

Except where governed by specific terms of a collective agreement, when an employee is required to report to work early or to remain/return at work after normal hours, the Employer may, as a direct consequence of the hour, authorize payment for the use of a taxi.

#### **Transportation Allowance for Callback**

Except where governed by specific terms of a collective agreement, when an employee is called back to work, he or she must be reimbursed for transportation to and from the place of work to a maximum per call rate as outlined in the Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations under the *Civil Service Act* (see Schedule 7-1).

#### **Travel to/from Work Between Midnight and 6:00 am**

Except where governed by specific terms of a collective agreement, when an employee is required to travel to or from work between the hours of 12:00 midnight and 6:00 am, he or she must be reimbursed for actual transportation expenses incurred to a maximum per shift rate as outlined in the Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations under the *Civil Service Act* (see Schedule 7-1).

#### **Unique Circumstances Requiring Travel to/from Workplace**

Where an employee is required by the deputy head to undertake travel that is not in the ordinary course of business in order to meet operational requirements, such travel arrangements will be assessed by the deputy head on a quarterly basis.

### **Out-of Province Travel Authorization**

All out-of-province travel shall be preauthorized, and all travel plans must be reviewed prior to being authorized to determine consistency with government goals. The mode and class of transportation and type of accommodation shall be specified in writing on the “Out-of-Province Travel Form,” completed in detail, signed by both the Minister and the employee, acknowledging acceptance of the terms of travel, which shall be in accordance with all instructions contained in this policy.

### **Travel/Credit Cards**

As a general practice, all employees should use the government travel card. Personal credit cards may be used for payment of travel expenses provided that the travel expense claim is supported by an official itemized receipt or a voucher or invoice supplied by the establishment indicating the payment of the account. The employee must pay his/her own credit/travel card accounts. Any fee or deposit required for maintaining a personal credit card must be borne by the employee. Interest charges and surcharges on credit card accounts cannot be claimed.

For credit cards issued for use only on the Employer’s business, including the Nova Scotia Gasoline Card and government credit cards, see the Government of Nova Scotia Credit Card Policy.

### **Travel Forms**

#### **Out-of-Province Travel Form**

The Out-of-Province Travel Form is to be used for travel that is outside of the normal area of operations and shall contain the following information:

- the purpose and duration of the trip
- the location(s) to be visited
- the dates and times of arrival and departure
- any pre-paid transportation, meals, or accommodation
- the modes and classes of transportation authorized
- vehicle rental authorization, including size
- the type of accommodation, place, and daily rates
- meals, incidental expenses to be authorized, or whether actual and reasonable expenses for meals and incidentals will be reimbursed
- other legitimate expenses involved
- Out-of-Province Approval Control Number.

### **Expense Claim Forms**

Travel expense claims shall contain an explanation on the Expense Claim Form whenever there are material changes from the preapproved arrangements. In such cases, the expenditures shall be authorized by a person at the same level as would have been necessary for the original approval.

### **Receipts**

Receipts must be attached to the Expense Claim Form to support all travel expenditures, including transportation ticket stubs; pre-paid transportation and meals or accommodation shall also be noted.

The only expenses for which receipts are not required are as follows:

- claims for per diem meal allowances (unless otherwise specified)
- incidental expenses
- taxis utilized on trips for which the cost is \$7.00 or less
- claims for car mileage or allowances.

Where the employee certifies that the receipt was lost, accidentally destroyed, or unobtainable, a personal declaration may replace the receipt. Personal credit card carbon copies are acceptable for total amounts. However, departments may request an itemized accounting.

### **Attendance at Luncheons, Conferences, etc.**

If authorized by the Minister or deputy head to attend a luncheon, business meeting, conference, convention, or part thereof, an employee may claim the related expenses. A travel expense claim must indicate the Employer-related purpose and the number of persons. This also applies to activities such as monthly meetings of associations for attendance as authorized.

### **Entertainment/Hospitality**

Claims for entertainment/hospitality expenses must be authorized by the deputy head. Entertainment/hospitality expenses in excess of \$100 or any entertainment/hospitality provided in an employee's home must have the prior approval of the deputy head. When such expenses are incurred, the Employer-related purpose of the entertainment/hospitality and the persons entertained must be identified on the claim form.

**Extended Travel Status at One Location**

If an employee is required to spend in excess of three weeks in travel status at one location, the department shall attempt to make special arrangements for lodging and meals at the most economical rates.

**Weekend Return from Extended Travel Status**

An employee who would otherwise be required to remain on travel status, but who returns to his/her home over a weekend, may be reimbursed in an amount not exceeding the cost of normal transportation to his/her home and return, or an amount equivalent to the cost of meals and accommodation had the employee remained on travel status, whichever is less.

A deputy head may authorize an employee to combine a business journey with one taken for vacation or other personal reasons. All expenses relating to an employee's spouse are not allowable. The allowable travel expense will be limited to those actual, allowable costs that would have arisen if the journey had been made solely for business purposes and in no instance may exceed the most economical means of travel.

**Expenses on Behalf of the Minister**

All expenses claimed on behalf of the Minister must be supported by appropriate receipts and adequate particulars and explanations and classified as expenses of the Minister. The expense claims must be approved by the Minister.

**Authorizing Claims**

Deputy heads must have their travel expense claims authorized and signed by the appropriate Minister. Travel expense claims for out-of-province travel and international travel must be authorized and signed by the Minister. All other departmental travel expense claims are to be signed by the deputy head or persons authorized to do so on his/her behalf. A claimant may not authorize his/her own claims.

Any fraudulent irregularity in the travel expense claim submitted by an employee, or any other misuse or misappropriation of public funds, will result in disciplinary action, which may include termination. A manager should consult with their respective Deputy Minister, Human Resources Director, and Staff Relations Consultant prior to administering disciplinary action.

### **COMMERCIAL TRANSPORTATION**

- The selection of the mode, class, and schedule of commercial transportation shall be made by the Employer on the basis of cost, convenience, and practicality.
- Where commercial transportation is authorized and used, the employee shall be provided with the necessary pre-paid tickets or will be reimbursed the actual and reasonable costs upon evidence of payment. Commercial transportation ticket stubs, whether purchased by the employee or not, must be attached by the employee to the travel Expense Claim Form.
- When an employee has an aversion to air travel, the Employer shall endeavour to schedule the work so that time will permit the employee to travel by other means as determined by the Employer if deemed economical and practical in the circumstances.
- An employee will be reimbursed costs incurred in transporting personal effects or government-owned equipment at excess luggage rates, if the Employer agrees that it was necessary for the effects or equipment to be taken on the journey.

### **AIR TRAVEL**

#### **Reservations**

All reservations for commercial air travel shall be booked by the department.

#### **Standard for Air Travel**

The standard for air travel is economy class and this includes charters and other reduced fares. This rule may be varied only when an additional cost is justified by program-related reasons such as there being no less expensive class of air travel available and a delay in arrival is unacceptable. The use of a class more expensive than economy must be specifically authorized by the Minister. In all other instances, the lowest available airfares appropriate to particular itineraries shall be sought when making bookings. Discount and reduced fares shall be selected rather than full-fare economy when these rates are available. Significant savings can be realized on commercial air travel if flights are booked as far in advance as possible.

The various restrictions or benefits that may apply to certain special fares should be taken into account when determining the most economical means of travel available. The possibility of increased travel costs occurring through the payment of additional living expenses to the employee should be taken into consideration in order to meet the conditions of the carrier's special fare.

### **Accident Insurance**

The province has a comprehensive insurance policy for air travel, and claims for the cost of additional coverage will not be reimbursed.

### **Itineraries**

Itineraries should be arranged to provide for an overnight stop after continuous travel time of at least nine hours.

To alleviate fatigue caused by rapid time-zone changes or overnight travel, a suitable rest period will be arranged between the time the employee arrives at the destination and the time the employee is required to report for work.

### **Business/Executive Class Air Travel**

Business/executive class air travel may be authorized in accordance with the following principle:

- When the Employer requires the employee to travel on a continuous flight of nine or more hours with no stops between scheduled departure and scheduled arrival times, or with one or more intermediate stops without an overnight stay, upgrading the class of air travel shall be authorized when requested by the employee, and the Employer is expected to upgrade those flights that do provide this possibility as deemed practical.

### **Ground Transportation**

The cost of transportation to and from an airport may be claimed and, wherever practical, such travel should be by airport bus or other economical means.

### **Refunds of Airfare**

A refund of airfare paid by an airline to an employee who is bumped or voluntarily postponed his/her flight at the request of the airline will be refunded to the province.

### **Private Aircraft**

- The use of the government aircraft may be authorized by the Minister when this mode of transportation is considered both economical and practical.
- The use of a private aircraft, privately owned or rented, may be authorized by the Minister when this mode of transportation is considered both economical and practical.
- Employees who carry private life insurance policies are advised to confirm with their insurance agent that they are adequately insured if they use non-commercial flights.

### **OUT-OF-PROVINCE TRAVEL AUTHORIZATION**

The Minister is responsible for authorizing out-of-province travel.

### **INTERNATIONAL TRAVEL**

The Minister is responsible for authorizing international travel within the following parameters. This section includes only those provisions that are unique to travel outside Canada. The balance of the general policy also applies to these travel situations.

#### **Out-of-Country Travel Form**

All international travel has to be approved on the Out-of-Country Travel form <<http://www.gov.ns.ca/tpb/manuals/HRForms.htm>>. A copy of Section A of the completed form must be forwarded to the Department of Intergovernmental Affairs upon approval.

#### **Meal Rates**

Meal rates paid shall be based on actual and reasonable costs and are applicable only if meals are not provided on a carrier or included in the cost of the hotel. Where meals are provided, the rates shall be reduced accordingly.

Meals taken during part days in travel status are reimbursed in accordance with actual and reasonable costs.

#### **Incidentals**

The incidental expense allowance paid shall be based on actual and reasonable costs where no meal allowances are listed for a given country. Incidentals are calculated based upon meal allowances paid for each day or part day in travel status where sleeping accommodation is authorized. When incidentals are claimed, no additional amount may be claimed for gratuities.

#### **Telephone Calls**

An employee on travel status overseas shall be reimbursed the costs incurred for local and long-distance telephone calls necessarily placed as a result of the Employer's business. Receipts are required for calls placed while on overseas travel.

Employees travelling internationally are encouraged to be provided with international telephone-card privileges, or government international telephone network facilities, which are to be used in a reasonable manner.

### **Foreign Currencies**

The costs incurred in converting funds to foreign currencies and reconvertng any unused balance to Canadian currency shall be reimbursed based on receipts. Where such receipts are not attached to the travel claim, the average of the Bank of Canada currency exchange rates shall apply, based on a random sample of days in travel status selected by the Employer. However, where an employee has not provided receipts for travel in a country where a recognized tourist rate of exchange exists, this rate shall be used as the basis for calculating the reimbursement of expenses.

### **Additional Medical Coverage**

Claims for doctor, ambulance, hospital, etc., that have not been paid by MSI will be submitted as a separate request for indemnity signed by the deputy head. Such claims should not be included on a normal expense account. The government carries a policy that provides personal accident insurance on employees who are engaged in work pursuant to their employment, which includes travelling on the Employer's business in any form of transportation. Blue Cross or other travel medical insurance coverage is a personal expense, and premiums may not be claimed.

### **Insurance**

Employees are insured by government for travel outside Canada, and the cost of additional insurance purchased voluntarily by the employee shall not be reimbursed.

Employees on international travel shall be entitled to reimbursement of the cost of insurance to cover repairs or a replacement of lost or damaged luggage while travelling, except where such coverage is provided by the carrier.

### **Passports**

When an employee is required to undertake international travel on authorized Employer business, the employee shall make the necessary arrangements for obtaining an appropriate official passport or visa and any required inoculations, vaccinations, x-rays, and certificates of health at no expense to the employee.

### **SURFACE TRAVEL**

Employees may travel by bus, rail, boat, taxi, or rental car, whichever is the most economical means of transport or at the discretion of the deputy head when determined reasonable under the circumstances.

### **Class of Travel**

If travel by rail or boat is authorized, the employee is to use the most economical rate for appropriate accommodations in relation to the duration of the trip. First-class rail passage may be booked if necessary, to obtain sleeping accommodations.

### **Buses**

Local public transportation and inter-city buses can often be used and should be used whenever practical.

### **Taxis**

In general, the use of taxis should be confined to short trips in situations where it is not suitable or reasonable to use local public transportation. The points of departure and destination must be indicated.

## **EMPLOYEE-DRIVEN VEHICLES**

### **Distance Limits**

The following guidelines have been developed, which are intended to support employee safety. Specific situations may require different approaches being taken. If an employee's destination is further than 450 kilometres away, the use of the employee-driven vehicle should not normally be authorized. However, when travel by commercial carrier presents significant inconvenience or is not deemed practical by the Employer in terms of overall costs, including salary and other expenses, an employee-driven vehicle may be authorized.

In the interest of safe driving, when employee-driven vehicles are authorized, employees should not normally be expected to drive more than:

- 300 kilometres after having worked a full-day
- 450 kilometres after having worked one-half day
- 600 kilometres on any day when the traveller has not worked.

Payments in excess of those normally incurred, such as road, ferry, bridge, tunnel, tolls, and parking charges shall be reimbursed based upon receipts, where available. Drop-off charges shall not be reimbursed unless preauthorized and may be authorized only where it is cost-beneficial.

### **Additional Charges That May be Claimed**

Charges for bridge, ferry, causeway tolls and parking fees actually and necessarily incurred on the Employer's business may be claimed.

**GOVERNMENT-OWNED VEHICLES****Authorization**

A government vehicle will not be driven by anyone other than an employee unless authorized by the deputy head. Persons authorized to drive government vehicles must have a valid driver's licence. Where convenient public transportation is available, the use of government vehicles should not be authorized.

**Carriage of Passengers**

Employees authorized to drive a government-owned vehicle must drive it themselves. The government self-insures its own vehicles. There is no liability coverage for unauthorized drivers who would be personally liable in the event of an accident. Furthermore, passengers are not to be carried in a government vehicle unless otherwise authorized by the driver's manager/supervisor.

**Reimbursement for Expenses**

Expenses incurred in the use of government-owned vehicles are usually charged as they occur, using credit cards provided by the Employer. Where credit cards are not provided, an employee shall be reimbursed necessary disbursement made in connection with the operation of the vehicle, based upon receipts. Such expenses do not include parking fines or traffic violations, which are the responsibility of the employee.

**Personal Use**

Employees shall not use government-vehicles for personal travel, unless specifically authorized. Where personal use is authorized, the employee is responsible to pay mileage for personal use, which includes mileage accumulated for transportation between an employee's residence and the employee's headquarters. The kilometrage rates payable for personal use of government-owned vehicles are outlined in the Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations under the *Civil Service Act* (see Schedule 7-1).

**GOVERNMENT RENTAL VEHICLES**

When a government vehicle is not available or practical, travel using a government rental vehicle may be authorized where, in the opinion of the deputy head, this method is practical and economical. Payments in excess of those normally incurred, such as road, ferry, bridge, tunnel, tolls, and parking charges shall be reimbursed based upon receipts. Drop-off charges shall not be reimbursed unless preauthorized and may be authorized only where it is cost-beneficial.

Where reasonable and practical, compact-sized vehicles shall be rented. Full-size or specialty vehicles may be authorized only when warranted by:

- the number of passengers to be carried
- the bulk or weight of the goods to be transported
- an extenuating circumstance.

The employee is responsible for the payment of rental costs where such is authorized for travel use. Under normal circumstances, the province will not pay such costs directly to the supplier. The rental cost should be included on the employee's Expense Claim Form, supported by proper receipts.

#### **Insurance**

Government employees are insured by government for travel outside Canada, and the cost of additional insurance purchased voluntarily by the employee shall not be reimbursed.

Where practical, round trips in excess of 450 kilometres, should be driven using a rental vehicle.

### **PRIVATELY OWNED VEHICLES**

#### **Authorization**

The use of a privately owned vehicle on the Employer's business outside of the province must be authorized by the employee's manager/supervisor.

#### **Insurance**

To ensure that employees are adequately protected, privately owned vehicles used on the Employer's business shall, as a minimum, have basic insurance coverage. The employee is responsible for payment of their respective insurance premiums.

When the use of a privately owned vehicle is authorized, the manager/supervisor must ensure that the employee is informed that the Employer assumes no financial responsibility beyond payment of the authorized kilometre (mileage) rate and that, in the event of an accident, the Employer assures no responsibility for the deductible amounts related to comprehensive or collision coverage.

#### **Reimbursement for Use**

When, for any authorized Employer business travel, an employee requests and the manager/supervisor agrees to the use of the employee's privately owned vehicle, the employee will be reimbursed for the appropriate rate for the actual distance driven on the Employer's business.

**Kilometrage**

All employees should refer to the Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations under the *Civil Service Act* (see Schedule 7-1) for information on kilometrage rates payable for the use of privately owned vehicles driven on authorized Employer business. Bargaining Unit employees should also refer to their respective collective agreements. An employee should submit a claim based upon the manner in which the employee's odometer is calibrated (kilometres or miles). Employees shall use only the most direct routes and shall claim only for distance necessarily driven on the Employer's business travel during the period claimed.

**Exceptions**

If a department, board, agency, or commission has special operating requirements that cannot be met by the standard provisions, the Minister charged with the *Civil Service Act* is empowered to approve payment on a non-standard basis.

**Parking**

An employee will not be reimbursed for or provided with parking when an automobile is not a requirement in the performance of his/her daily duties.

Parking charges are normally not payable when the employee is on duty at the workplace. However, when the employee is authorized to use and uses a private vehicle on the Employer's business travel from the workplace to a point of call, or from a point of call to the workplace, the employee will be reimbursed the actual costs of parking the vehicle for that day only.

An employee in travel status may claim parking expenses for:

- short-term parking when the employee is away from the workplace
- overnight parking when not provided with accommodation
- parking at an airport or other transportation terminal (if it is less costly than access via limousine, bus, or taxi).

Employees will use free parking space when available and meter parking in preference to lot parking if the expected duration of parking is within the time permitted. Fines for overtime parking are not an allowable expense.

**USE OF MOTOR VEHICLE AS A CONDITION OF EMPLOYMENT**

A department wishing to have an employee designated as requiring a motor vehicle as a condition of employment must make an application in writing to the Public Service Commission, which should include the following information:

- employee's name, title, and classification
- distance covered by the previous incumbent in the previous year
- anticipated kilometres/mileage for the current year
- nature of function performed
- whether travel could be made more economically by other means without impairment of efficiency
- whether the employee has control over the demand for transportation
- the incidence of usage.

All employees who have been designated as belonging to a class of employment that is deemed to require a motor vehicle must be compensated as outlined in the Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations under the *Civil Service Act* (see Schedule 7-1). Bargaining Unit employees should also refer to their respective collective agreements.

An employee who is receiving a monthly allowance cannot be assigned a government vehicle.

#### **Employee Travel Allowance Change Advice Form**

A department is responsible for sending the Public Service Commission a completed Employee Travel Allowance Change Advice Form to advise of any changes associated with the employee monthly allowance, including:

- when a designated employee is transferred to a non-designated position or leaves the employ of the department and is no longer eligible for the allowance
- to reduce the monthly allowance when the employee has had leave with pay for more than 30 working days or leave without pay
- reduction in the allowance and calculation of past-month allowances for newly appointed or resigning employees will be made at the rate of \$9.66 per day.

#### **ACCOMMODATION**

##### **Reimbursement and Standards**

All reservations for commercial accommodation shall be booked by the department. The deputy head will authorize an employee to stay in establishments that are conveniently located and comfortably equipped. An employee will be reimbursed only the actual and reasonable expenses incurred for commercial accommodation authorized by the Employer, and proof of payment is required. The use of luxury accommodation will not be authorized.

When planning trips, employees should normally stay at establishments offering government rates. It is the responsibility of the employee to identify himself/herself as a government employee in order to ensure that the government negotiated rate for commercial accommodation is provided.

**Private Accommodation**

Where the employee is required to be away overnight on the Employer's business and his/her supervisor has authorized the use of private overnight accommodation, the employee may be reimbursed to a maximum of \$20.00 per night.

**Other**

When other types of facilities are used, for example campsites, the employee will be reimbursed for any actual and reasonable charges associated with the use of the facility, supported by receipts, up to the maximum amount allowable for private, non-commercial sleeping accommodation.

**Cancellations and Guaranteed Reservations**

When travel plans change and the accommodation will not be required, the employee shall ensure that reservations are cancelled directly with the commercial establishment(s). Proof of cancellation shall be obtained (i.e., cancellation number and agent's name).

**Hotel Overcharges**

It is the employee's responsibility to question the commercial establishment when the rate charged is in excess of the negotiated rates for government. In the event that an employee inadvertently overpays or is charged a rate above the government-negotiated rate, the Employer shall intercede on the employee's behalf as appropriate.

**MEALS**

**General**

All employees should refer to Schedule 7-2 for information on meal allowances within Canada. Bargaining Unit employees should also refer to their respective collective agreements.

**Travel Status with Overnight Accommodation**

For each day or part day in travel status where overnight accommodation is authorized, an employee shall be paid a meal allowance for each breakfast, lunch, and dinner, when applicable, if the meal was not provided free of cost to the

employee or as part of the transportation cost. When this allowance is paid, no additional amount may be claimed for meals, or for gratuities associated with meals, except in exceptional circumstances.

**Travel Status of Less Than One Day**

For travel status of less than one day, when a round trip journey generally takes place on the same calendar day, the appropriate meal expenses will be paid only where the Employer is satisfied that the employee was actually in a position to incur restaurant meal expenses and did not make other arrangements.

**Meals within Headquarters Area**

Meal expenses incurred within the headquarters area shall not be reimbursed except as otherwise provided for in the policy. Expenses incurred in connection with attendance at meetings or events that are of personal interest shall not be reimbursed.

In situations not covered by terms and conditions of employment or collective agreements, employees who are required to work through or beyond normal meal hours and who are clearly placed in situations of having to spend more for the meal than would otherwise be the case may be reimbursed based on receipts, within the limits indicated in Schedule 7-2, or when circumstances dictate, actual and reasonable expenses may be reasonably reimbursed when employees are placed in situations where a meal is of exceptionally high or low cost in the following circumstances:

- when employees are required to attend conferences, seminars, meetings, or public hearings at which weekend sessions are scheduled
- when employees are required to attend formal full-day conferences, seminars, meetings, or hearings and where meals are an integral part of the proceedings
- when Employer representatives are involved in collective bargaining proceedings
- when intensive task force or committee studies are enhanced by keeping participants together over a normal meal
- other exceptional situations resulting directly from an employee's duties where the reimbursement of meal expenses is clearly reasonable and justifiable.

### **High Meal Cost Situations**

The daily amounts authorized for meal allowances while travelling on the Employer's business inside the province provide an adequate allowance. Only where an employee is exposed to unusually high costs within the province will the employee be reimbursed his/her actual receipted costs per individual meal that exceed the per diem to the extent that the expenses claimed are reasonable and justifiable in the circumstances. Meal claims shall be on an individual basis over the course of a day.

### **Meals Provided**

Throughout the total period in travel status, deductions from the per diem meal rates shall be made in respect of meals provided, such as meals served by a carrier en route, or meals included in conference registration fees or accommodations costs.

Employees whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers and air carriers, provided that adequate advance notice of a special requirement is given.

### **Exceptional Circumstances**

It must be emphasized that these provisions are not intended to provide additional meal allowances or to replace the meal provided by the carrier. They are meant to reimburse expenses reasonably and justifiably incurred under these specific circumstances. The out-of-pocket expense incurred to supplement meals provided en route by the carrier may be reimbursed under the following exceptional circumstances:

- when a carrier's meal is served at a time that could generally (not personally) be considered as unreasonable, and where the time interval between meals served is clearly excessive and unreasonable, and in such cases reimbursement shall be based on receipts and shall not exceed the per diem meal allowance for that particular meal
- when an employee is required to travel on business via commercial carrier during a period that may generally be considered a reasonable meal hour, and where the carrier provides an inappropriate meal, the traveller may be reimbursed for actual costs incurred that do not exceed the prescribed allowance for the appropriate meal, and receipts are required.

## **INCIDENTALS AND OTHER EXPENSES**

Reasonable expenses incurred by an employee on the business of the Employer may be reimbursed by the Employer subject to the Employer's approval. In addition, where an employee is travelling on the Employer's business and overnight commercial accommodations have been authorized and used, the employee will be reimbursed an allowance of \$5.00 per day to cover miscellaneous out-of-pocket expenses such as baggage charges, tips and gratuities (other than meals and taxi use) and personal local telephone calls attributed to the period of travel status for which no other reimbursement or allowance is provided.

### **Tips and Gratuities**

No gratuities may be claimed separately, as they are provided for in the per diem allowances.

### **Dry Cleaning and Valet Service**

Dry cleaning and or valet service charges may be claimed only where essential due to extraordinary circumstances and performed while the employee is in travel status. Receipts must accompany the claim.

### **No haircuts**

No haircuts may be claimed, as they are not an allowable travel expense.

### **Laundry**

Laundry charges are claimable only if:

- the employee is in travel status in excess of five nights
- laundry service is performed while the employee is in travel status
- the claim is submitted with receipts.

### **Telephone Calls**

An employee on travel status will be reimbursed the costs incurred for necessary local and long distance telephone calls. Long distance telephone calls claimed must be reasonable and supported by statements.

### **Illness, Accident, or Family Emergency**

When, in the opinion of the attending physician, an employee's condition resulting from illness or injury while in travel status warrants the presence of the next of kin or a representative of the family, actual and reasonable transportation and accommodation expenses may be paid with the approval of the deputy head.

## Accountability

### MINISTER/DEPUTY HEAD

Each Minister/deputy head has the responsibility for ensuring an independent review and approval process to ensure that all expense claims are properly prepared, documented, and approved.

### MANAGERS/SUPERVISORS

Managers/supervisors have the responsibility for administering travel in accordance with the requirements of this policy. Specifically, managers must:

- ensure that this directive is available at the employee's normal workplace during the employee's working hours
- determine whether travel is necessary
- ensure that the selection and acquisition of related arrangements are consistent with the provisions of this policy
- when feasible, preauthorize travel on the designated form
- verify and approve travel expense claims on a designated form before reimbursement.

### EMPLOYEE

The employee shall:

- obtain prior authorization to travel except where otherwise provided
- submit fully completed travel expense claims on the authorized form with necessary supporting documentation, including receipts and explanations as required
- be responsible for the safe-guarding of funds provided
- submit claims involving an individual travel card within 10 working days after completion of the travel for which the advance was authorized
- submit claims as soon after completion of travel as possible but not later than 30 calendar days after the end of the fiscal year in which the travel occurred. Claims received after that date will be reimbursed only when properly substantiated by the employee and when the Employer is of the opinion that the delay was justified.

The employee is responsible for becoming familiar with the provisions of this policy before departure.

## Monitoring

Every Minister and deputy head is responsible for ensuring monitoring procedures are established to determine compliance with the Travel Policy. The Department of Finance and the Public Service Commission are jointly responsible for regularly monitoring the corporate policy having regard to performance and effectiveness in achieving the policy objectives.

## References

Government of Nova Scotia Credit Card Policy

Government of Nova Scotia Moving and Relocation Policy

## Appendices

Schedule 7-1: Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations

Schedule 7-2: Meal Allowances

## Enquiries

Planning and Coordination, Public Service Commission (902) 424-7660

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**Schedule 7-1**

**Regulations Respecting Kilometrage Rates, Monthly Allowances and Transportation Allowances made by the Public Service Commission pursuant to Sections 7 and 45 of Chapter 70 of the Revised Statutes of Nova Scotia, 1989, the Civil Service Act**

**Citation**

- 1 These regulations may be cited as the *Kilometrage Rates, Monthly Allowances and Transportation Allowances Regulations*.

**Definitions**

- 2 In these regulations,  
     “Act” means the *Civil Service Act*;
- 3 *repealed*

**Kilometrage rates**

- 4 (1) Except as provided in subsection (2) and Section 5, effective April 1, 2009, employees must be paid in accordance with the rates set out in the following table for all kilometres driven in connection with employment:

Kilometres Driven	Rate
0-16 000 km	40.92 cents/km
16 000.1 - 27 000 km	36.11 cents/km
27 000.1 km +	27.68 cents/km

- (2) An employee of the Department of Natural Resources who has been designated to be paid a supplementary reimbursement rate per kilometre for use of their privately owned light truck in connection with employment must be paid a rate in accordance with the rates set out in the following table for all kilometres driven in connection with employment:

Kilometres Driven	Rate
0-16 000 km	44.65 cents/km
16 000.1 - 27 000 km	39.84 cents/km
27 000.1 km +	31.41 cents/km

### Monthly car allowances

**5 (1)** Effective April 1, 2009, an employee of the Department of Transportation and Infrastructure Renewal who holds the position of Engineering Survey Technician or Project Engineer must be paid a monthly allowance of \$855.69 instead of the kilometrage rates set out in Section 4.

**(2)** Effective April 1, 2009, scale house operators of the Registry of Motor Vehicles and road transport inspectors in the Department of Transportation and Infrastructure Renewal must be paid a monthly allowance instead of the kilometrage rates set out in Section 4 in accordance with the following table:

Kilometres Driven	Rate
8 - 24 km	\$63.78
24 - 48.3 km	\$97.19
over 48.3 km	\$164.03

**(3)** An employee who has been designated by the Commission as belonging to a class of employment for which availability of a motor vehicle is deemed to be a condition of employment may opt to receive a monthly allowance in accordance with subsection (4) instead of the kilometrage rates set out in Section 4.

**(4)** Effective April 1, 2009, an employee who has opted to receive a monthly allowance under subsection (3) must be paid the following monthly allowance for all kilometres driven in connection with employment:

- a) for an employee other than as described in clause (b), \$318.09 plus 23.47 ¢/km;
- b) for an employee of the Department of Natural Resources designated to be paid a supplementary rate for use of their light truck, \$318.09 plus 27.18 ¢/km.

### **Request for change - kilometrage or allowance**

- 6** If an employee who has the option of receiving a monthly allowance under subsection 5(3) wishes to change from a monthly allowance to the kilometrage rates under Section 4 or from the kilometrage rates to the monthly allowance under subsection 5(4), the employee must notify the Public Service Commission in writing
- a) no later than April 30th in the year for which the change is requested; or
  - b) no later than 30 days after they become eligible to make the option.

### **Determining when vehicle is condition of employment**

- 7 (1)** In this Section, “designate” and “designation” refer to the designation by the Commission of an employee as belonging to a class of employment for which availability of a motor vehicle is deemed to be a condition of employment.
- (2)** A designation may be granted only on the recommendation of the Deputy Minister of the department in which the employee is employed.
- (3)** Subject to subsections (4) and (5), a decision by the Commission to designate an employee must be made in accordance with the following criteria:
- a) if the employee drives 3218.6 km per year or fewer in connection with employment, the designation must not be granted;
  - b) if the employee drives more than 3218.6 km but fewer than 16 000 km per year in connection with employment, the decision to designate the employee must be based on criteria established by the applicable department and the department’s recommendation that using a privately-owned motor vehicle is the most efficient manner of providing transportation to fulfil the employee’s job function, particularly as it relates to providing services to the public;
  - c) if the employee drives 16 000 km per year or more in connection with employment, the designation must be granted.
- (4)** In making a designation, the Commission must consider all of the following:
- a) whether the employee can travel more economically by means other than privately-owned vehicle without substantial impairment to the efficiency of service;
  - b) the nature of the job function performed by the employee and any requirements for transportation that could be met by other means of transportation, including a rental vehicle and public transportation;

- c) whether an employee has control over the demand for transportation and whether the demand for transportation can and does occur at any time;
- d) whether an employee must have transportation available, and how often transportation is needed.

(5) After considering the matters set out in subsection (4) in deciding whether to designate an employee, the Commission may act outside the criteria set out in subsection (3) if it determines that under the circumstances the criteria should not apply.

### **Reductions in monthly car allowance**

**8 (1)** An employee's monthly allowance paid under Section 5 must not be reduced as a result of any of the following:

- a) vacation;
- b) special leave with pay for 30 days or less;
- c) sick leave for 30 days or less.

(2) A monthly allowance paid under Section 5 for an employee who is on special leave without pay must be reduced in proportion to the number of compensation days in the month for which the special leave was granted.

(3) If the Minister or a departmental official delegated by the Minister directs that an employee travel outside of their regular district and receive kilometrage rates under Section 4 for that travel, the employee's monthly allowance paid under subsection 5(1) or (2) must be reduced in proportion to the number of compensation days in the month that the employee is assigned out of their regular district, and the employee must be paid at the kilometrage rates set out in Section 4 for the kilometres travelled outside of their regular district in connection with employment.

### **No government vehicle for employee receiving monthly car allowance**

**9** An employee who receives a monthly allowance under these regulations must not be assigned a government-owned motor vehicle.

### **Personal use of government-owned motor vehicle**

**10 (1)** In this Section, "personal use" means other than government business.

(2) An employee must obtain proper authorization before using a government-owned motor vehicle for personal use.

(3) Any kilometres driven on personal use must be repaid to the Province at the rate of 24.34 ¢/km.

### **Approval required for other payments**

- 11 (1)** If specific requirements by departments, boards, agencies and commissions cannot be accommodated under Section 4 or 5, the Minister may approve payment for using a privately-owned motor vehicle on a basis other than as prescribed by Section 4 or 5 to address specific operating requirements.
- (2)** A payment approved by the Minister under subsection (1) must be approved by the Executive Council.

### **Transportation allowances**

- 12 (1)** Effective April 1, 2009, an employee who is called back to work must be reimbursed for transportation to and from the place of work to a maximum of \$9.22 per call.
- (2)** Effective April 1, 2009, an employee who is required to travel to and from work between midnight and six o'clock in the morning must be reimbursed for actual transportation expenses incurred to a maximum of \$7.64 per shift.

**Schedule 7-2**

# Meal Allowances

The per diem claimable for each meal (which is interpreted as the actual amount expended up to the maximum rate inclusive of taxes and gratuities) is set out as follows:

Breakfast per diem	\$6.00
Lunch (mid-day) per diem	\$12.00
Dinner (evening) per diem	\$20.00

**Breakfast**

The cost of breakfast may be claimed only when the employee has been travelling on the Employer's business for more than one hour before the recognized time for the start of the day's work.

**Dinner**

The cost of the evening meal may be claimed when the employee is not expected to return to his or her residence before 6:30 pm.

**General**

The per diems claimable for meals while travelling on the Employer's business provide an adequate allowance for each day. Employees travelling on the Employer's business within the province will be reimbursed his/her receipted costs per individual meal that exceed the per diem only when an employee is exposed to unusually high costs and the expenses claimed are reasonable and justifiable in the circumstances. Meal claims shall be on an individual meal basis over the course of a day.

**Exceptions**

The per diems claimable for meals while travelling on official Employer's business outside the province provide an adequate allowance for each day. Recognizing that employees are often restricted to the vicinity of the major hotels with their attendant higher restaurant meal costs, the employee will be reimbursed his/her receipted costs per individual meal that exceed the per diem to the extent that the Employer considers the expenses claimed are reasonable and justifiable in the circumstances.