

TRAVEL AND LIVING EXPENSES

Travel and Living expenses incurred by the Contractor are entirely subject to the content of the current Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/tbm_113/td-dv-1_e.html) and the Treasury Board Secretariat Special Travel Authorities, Section 7, "Persons on contract" (http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/stal_e.asp#Toc65556472 and http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/STA_e.asp).

Travel and Living expenses are considered to be part of the total cost of the Contract. Expenses which exceed the Directive will not be paid. Prior authorization from the Departmental Representative for projected Travel and Living expenses is required.

F1.0 General

- F1.1 Travel and living expenses are to be claimed at actual cost but are not to exceed current Treasury Board Secretariat guidelines.
- F1.2 A statement indicating the names of travellers; places visited; dates and length of visits; and purpose of travel must be submitted with each claim for travel and living expenses.
- F1.3 Insurance for all methods of travel; accidents; illness; cancellations; immunizations; and other obligations are the sole responsibility of the Contractor.

F2 Method of Transportation

- F2.1 **Air travel.** The standard for air travel is economy class only. Upgrades to Business or First class are the sole financial responsibility of the Contractor.
- F2.2 **Rail Travel.** The standard for rail travel is the next higher class after the full economy class.
- F2.3 **Rental vehicle.** The standard for rental vehicles is mid size. Vehicle rental must be pre-approved by the Departmental Representative.
- F2.4 **Private vehicle.** The Contractor may claim only for distances necessarily driven on government business, using the most direct, safe and practical road routes. The rate per kilometre which is payable is specified in the current Treasury Board Secretariat Travel Directive. Insurance is the responsibility of the Contractor. Health Canada will not assume responsibility for deductible amounts related to comprehensive or collision coverage.

F3 Meal, accommodation, transportation and other allowances

- F3.1 For same day travel, with no overnight stay, the applicable meals allowance is paid, as specified in the current Treasury Board Secretariat Travel Directive. Receipts are not required.
- F3.2 For same day travel, with no overnight stay, the applicable transportation allowance is paid, as specified in the current Treasury Board Secretariat Travel Directive. Original receipts are required.
- F3.3 For travel of two (2) or more consecutive days, the applicable meal allowances, and the incidental expenses allowances per day are paid, as specified in the current Treasury Board Secretariat Travel Directive. Receipts are not required.
- F3.4 For travel of two (2) or more consecutive days, the applicable travel and accommodation allowances

per day are paid, as specified in the current Treasury Board Secretariat Travel Directive. Original receipts are required, except when private, non-commercial accommodation is used.

- F3.5 Meal allowances are not paid in respect of meals included in a fare (*e.g.* airplane or club-car ticket), or provided free of charge in a government mess, or included as part of the cost of an event or other function.
- F3.6 Professional fees, or similar equivalent costs cannot be claimed for travel time.
- F3.7 Original receipts and vouchers for accommodation and transportation are required to be submitted with each claim, except when private, non-commercial accommodation is used. Photocopies are not claimable.
- F3.8 Luxury accommodation is not permitted.
- F3.9 Entertainment is not an allowable expense.