

 TRAVEL FOR OFFICIAL BUSINESS

For information, refer to:

SMFT – Pearson D1-190

Intranet: Division Sites – SMD Home Page – Travel

Internet: Treasury Board of Canada Secretariat

SMFT has the responsibility to ensure that all Foreign Affairs and International Trade employees and contractors travelling on Temporary Duty abide by the Official Treasury Board Travel Directives.

These Directives outline rules and regulations regarding such travel entitlements as the class of travel, authorized routings and stopovers as well as accommodation, meals and incidentals. Treasury Board's Official Travel Directives apply to Government of Canada employees as well as contractors whether on temporary duty, extended travel or short-term relocation.

When going on travel for official business, the employee/traveller will fill out a *Travel Authorization Form* (available on JetForm) and get the appropriate signatures. From the TAN holder in the Branch, the employee will receive a TAN number (Travel Authorization Number) which will be given to the Government Travel Services (GTS) when confirming the travel arrangements. The employee should also arrange with GTS to have a Traveller Identification Number (TIN). It should be noted that for temporary duty, all employees must use GTS. There is a GTS office in the Lester B. Pearson Building near the cafeteria. The *Travel Authorization Form* should also be sent to SERV to get passports; it will also be needed in order to get an advance, if necessary, from the Cashier's Office.

When returning from official travel, the employee/traveller will submit a travel claim (also available on JetForm), including all necessary documents and receipts. For more information, please consult the "How to Submit a Travel Claim" document which can be found on the Intranet under SMD. The claim should be forwarded to the Cashier's Office for processing.

SMFT, as the Travel Policy Manager, also acts as the liaison officer between the Department and Government Travel Services. As such, SMFT will ensure that GTS provides the services appropriately and in a timely fashion, according to the contract. Should there be any problem, SMFT should be informed immediately so that corrective action can be taken.

SMFT also administers the American Express Travel Card program. This includes processing applications, recommending increases to credit limits and verifying reports produced by American Express on employee compliance with Government policy on use of the corporate credit card, i.e. for official business only. Employees can obtain an application form and information sheet either from SMFT, Room D1-190, or next to the Cashier's Office. Should an increase in a credit limit be required, the employee may pick up an application in SMFT, D1-190.