(b) additional costs for hotels, meals and so forth where the Carrier does not accept responsibility for delays.

Note: Excess costs may not be applied to any unexpended balance of your travel entitlement.

5. Any time required in excess of normal travelling time by air will be charged against your vacation leave credits. Note that leave en route must be approved prior to departure by your Assignment Officer.

6. Transportation entitlements must be used during the period approved for Relocation. That is, you will not be reimbursed for any unused portion of tickets.

7. Quotations tend to vary among carriers and travel agents. All fares should be indicated in writing and be obtained from a reputable source. The transportation portion of your travel entitlement is based on the actual fare on the date of travel. Any cash refunds you may subsequently receive must be returned to your employer.

Here are some hypothetical examples associated with making your own travel arrangements. There are obviously many more possibilities for travel between any given points. These examples are designed simply to give you some idea of the considerations involved:

Example 1 - A single employee is posted from Ottawa to Los Angeles and visits his parents who reside in Calgary before reporting to work. Full economy one way airfares are as follows: Ottawa to Los Angeles - $445; Ottawa to Calgary - $302; Calgary to Los Angeles - $250. One day's travel leave but no stopovers are allowed for the most direct route by air. Distance between Ottawa and Los Angeles by the most direct highway route is 4500 km. This would involve a drive of nine days. The cost of shipping the employee's car between Ottawa and Los Angeles is $705.

If the employee travels by air, his transportation entitlement is $445 and the employer would pay for the cost of car shipment. The employee could claim admissible meals and related travelling expenses for one day and would be entitled to a day's travel leave. The employee would be responsible for the extra $107 in airfare and all additional costs.

If the employee travels by his own car, his transportation entitlement is $1150 ($445 + $705). He would be permitted to claim gas, oil, tolls (or use the Ottawa kilometre-rate) plus meals, accommodation and related travelling expenses for nine days and eight nights. However, any excess expenses over $1150 would be his own responsibility and any working days on which he was absent, beyond the first, would be charged against his leave credits.