

## INTRODUCTION

Temporary duty travel by government employees is governed by Treasury Board directives and guidelines contained in Chapter 370 of the Treasury Board Administrative Policy Manual. These directives and guidelines, together with Departmental interpretations of them, may be found in Chapter 4 of the Manual of Regulations.

*Travel under the Foreign Service Directives or the Treasury Board Relocation Directive is subject to special provisions. Persons travelling under these guidelines should consult with ABMR.*

Compliance with Treasury Board directives and guidelines is the responsibility of all Departmental employees. Staff are advised to familiarize themselves completely with the regulations and procedures contained in this guide, as they may be held personally liable for costs in excess of those permitted.

Effective April 1, 1986, with the change in responsibility of the Temporary Duty and International Conference Section, (ABMT), the arrangement of temporary duty travel at headquarters becomes the responsibility of each responsibility centre. (The designation ABMT will continue after the first of April but its role will be confined to providing advice on travel.) Compensation and Benefits Policy Division (ABM) retains the responsibility for co-ordination, interpretation and promulgation of policies and procedures regarding travel on behalf of the Department. Any questions of interpretation or entitlement should be referred to ABMT.

Except as otherwise noted in this guide, staff at headquarters are now required to make travel arrangements for temporary duty travel through Central Travel Service (CTS), a contracted service of Supply and Services Canada. CTS reservation offices are staffed by Air Canada and Canadian Pacific personnel. They will map out the most direct, economical itinerary, tailored to the traveller's needs, on any airline, to any destination in the world. They will also handle reservations for other modes of travel, reserve hotel rooms in Canada and arrange for car rentals. There is no charge for the use of CTS services.

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