

scheduled airlines. The use of Canadian carriers when possible is required by Treasury Board Travel Policy. Depending on the length of the journey, overnight stopovers will be allowed in order to reduce the effects of "jet lag". The main exception to travel by air is when you have a car and your new workplace is within two driving days. Unless there is a good reason, you would be expected to drive your car under those circumstances. In all other cases, paid travel leave is granted for the "travelling time" (FSD 2.01(aa)) needed to complete your journey by air, but overtime is not payable for travel on weekends, holidays or outside regular working hours. Where accommodation is required, APRT makes reservations at suitably appointed establishments offering commercial or government rates.

### **Employee Arranged Travel**

An interesting provision of FSD 15 is that you have the privilege, if you so wish, to make your own travel arrangements. You may travel to your new workplace via any route or mode of transportation you desire and still claim expenses within the entitlement calculated by APRT. If you hire a car, the rental cost plus the actual cost of gas used can be included. When you drive your own vehicle, your expense is calculated by using the "employee request" kilometre rate applicable to your old place of duty. Keep the following points in mind if you decide to make your own travel arrangements:

1. Ordinarily, the transportation portion of your travel entitlement is limited to the amount of a full one-way "economy class air fare between your present and new place of assignment; you are still entitled to the same number of stopovers, travelling expenses and paid travel leave associated with the most direct route by air.
2. Where you choose to drive your own car to your new workplace, your travel entitlement is up to the airfare (as in #1 above) plus the cost of car shipment. (This applies only to situations where the Employer would otherwise have shipped your car at public expense). Within your travel entitlement, you may also claim vehicle operating costs as well as meals, accommodation and related incidental expenses for the number of days required to complete your journey, based on 500 km per day over the most direct route by road. However, you are still entitled only to paid travel leave associated with the most direct route by air.
3. Stopovers can be "pooled"; that is, taken in the same location.
4. You are completely responsible for all costs in excess of the travel entitlement calculated by APRT, including:
  - (a) luxury accommodation; that is, amounts over and above the norm for the post or Canadian location;