

- (2) **Entire booklet for one employee.** Only in exceptional circumstances should an entire book be logged out to an employee. When a booklet is under the custody of an employee authorized to use taxis for local transportation, the employee will: complete all information including passenger name, destination, cost of the trip and information concerning the taxi company, leave the top copy in the booklet and preserve it; give the cardboard copy to the taxi driver and return the second copy to the Division administration officer (or equivalent) for statistical compilation and current cost comparison. The employee should not receive any new booklet without returning the used one.
- (3) **Changing division.** When transferred from one Division to another, the individual who has taxi coupons in his custody should return unused coupons to the issuing Division. A new supply of coupons must be ordered from his/her new Division.
- (4) **Limits and restrictions.** Taxi vouchers may be provided to an employee for use in and around the headquarters area for official government business.

Taxi vouchers shall not be used by employees either to or from a public carrier or throughout the duration of a period of travel status.

Consultants, temporary help and other persons performing work on behalf of the government are not to be supplied with taxi vouchers.

- (5) **Overtime.** Directors may authorize the use of taxis from an employee's home to the workplace – and return if required – in a situation involving authorized overtime where the employee is required to use transportation services other than normal and reasonable public or government-arranged transportation. Alternatively, when a private vehicle is available, the higher kilometric rate shall be authorized and necessary parking charges shall be reimbursed:
 - (a) for overtime that is contiguous to the employee's normal hours of work and, as a direct consequence of the time of travel, the employee's normal mode of transportation is not available; or,
 - (b) for overtime that requires the employee to report to work for a period of time not contiguous to normal hours of work.
- (6) **Cash payment.** For travel of less than one day, in and around the headquarters area, employees may be authorized to use taxis, at the discretion of the Director. Receipts are required. When vouchers (GC 89 chits) are used, the yellow copy returned by the traveller is the receipt. When vouchers are not used, fares and receipts are to be reported on a *Petty Cash Voucher* (EXT 1651). Request for refund by petty cash is usually approved by the Director, and then submitted to the cashier's office (SBFH) using form EXT 1651 shown in Appendix H.

On **overnight travel status**, receipts are required only to justify taxi fares in excess of eight dollars. Taxi vouchers cannot be used when travelling to or from an airport, bus terminal or train station for trip related purposes, or throughout the duration of a period in travel status. The fare for taxi transportation between the traveller's home or workplace and the carrier's terminal at the beginning and end of a period in travel status shall be paid in cash, and claimed as an expense on travel claim.