TAXIS AT HEADQUARTERS

For information, refer to:

Corporate Policy and Training

SMSC - Pearson D1

Tel:

992-8158

Fax:

995-5933

HQ Supplier Accounts

SMFS – Pearson D1

Tel:

992-5340

Fax:

995-0725

Intranet: Division Sites - SMD Home Page - Finance

The Treasury Board Taxi Policy can be found at the Internet site: http://publiservice.tbs-sct.gc.ca/Pubs pol/hrpubs/TBM 113/taxis e.html

Taxis may be used by departmental employees (within Headquarters) for official government business. Taxi vouchers are provided to employees (normally from their division). Consultants are not to be supplied with taxi vouchers. DFAIT's policy is in accordance with Treasury Board policy and provides instructions on:

- the standard costing system for taxi chits;
- how to order, use and safeguard taxi vouchers;
- when to obtain receipts for fares paid in cash; and
- the use of taxis by employees on travel status.