

2. Employee at mission with dependants:

- either 15% or 25% of daily meal rate for employee as appropriate for the type of accommodation;
- or, with receipts, up to 15% or 25% of daily meal rate as appropriate, for employee and each dependant.

3.12 Relocation Travel

Travel Entitlements

It's now time to arrange the actual route you will take to your new posting, among other essentials. On your visit to Relocations (ABMR), a Relocation Advisor will explain claimable "travelling expenses" [FSD 2.01 (aa)] and calculate your travel entitlement under FSD 15.

The Department is prepared to help you with your itinerary although you are free to make your own travel arrangements if you so wish. Accountable advances are available to cover the estimated cost of your hotel, meals and other claimable expenses while in temporary accommodation at headquarters and en route. Cheques, airline tickets and/or transportation vouchers will be issued only after your Posting Confirmation has been issued showing that you have passed your medical examination.

Employer Arranged Travel

Travel to your new place of duty arranged by ABMR/GTS (Government Travel Service) is normally undertaken over the most direct route using the class of seating appropriate to the length of air travel [FSD 15.04(a)]. The use of Canadian carriers, when possible. Depending on the length of the journey, overnight stopovers will be allowed in order to reduce the effects of "jet lag." In all 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. However, overtime depends on "day of work/day of rest" and is paid according to your collective agreement. Remember to file a leave application with your supervisor for annual leave, travel and other approved absences related to your relocation. Where accommodation is required, Relocations (ABMR) will make reservations at suitably appointed establishments offering commercial or government rates.

Employee Arranged Travel

If you make your own travel arrangements, Relocations (ABMR) will provide you with an accountable advance for your travel based on the entitlement stated in FSD 15.03. Where you choose to drive your own car to your new place of duty, your travel entitlement is up to the fare quotation determined by the employer for the most economical published full economy air fare plus the cost of Private Motor Vehicle (PMV) shipment from its location to the mission (but not in excess of the cost of shipment from Ottawa to the mission). This applies only in situations where the employer would otherwise have shipped the car at public expense. If you have questions about the entitlements, check with ABMR first.

ABMR will help secure a shipping quote on the PMV including a quote for an all-risk marine insurance policy with a non-deductible clause. The following information is required: length, width, height, make, model, age and weight of your PMV.

Upon receipt of the fare quotation, an accountable advance will be raised which will include sufficient funds to cover:

1. your transportation entitlement based on the fare quotation;
2. ground transportation expenses to and from the air terminals at your old and new places of duty;