

post to the headquarters city (when there is no Y fare, 100 % of the Y2 shall be used); where

- expenses are limited to commercial transportation costs only;
- air travel may include business or executive class travel but excludes first class travel;
- use of a PMV and operating costs for a rental vehicle are excluded;
- an accountable advance must be accounted for, in full, on completion of all travel for which the advance was issued, or one year from the date of issuance of such advance, whichever is earlier;
- special provisions apply where an employee's posting is terminated and the employee is relocated to Canada, as a result of operational requirements;
- travel may be combined, that is travel from post may be combined with travel from a second location to a common third location destination;
- where travel does not originate at post, the post must appear on the itinerary and there must be a minimum stopover of 24 hours before travel is resumed;
- travel may be taken on more than one occasion and/or by more than one person, provided travel is completed within one year from the date on which the transportation entitlement was authorized, or within one year from the date on which an advance for travel was issued, whichever is later;
- an employee may request an accountable advance in local currency or Canadian dollars;
- the exchange rates used to process a claim shall be the exchange rates used when the advance was made and no adjustments will be made to recognize exchange rate fluctuations;
- it is the employee's responsibility to provide proof of payment satisfactory to the deputy head or the amount claimed will be deleted from the claim;