

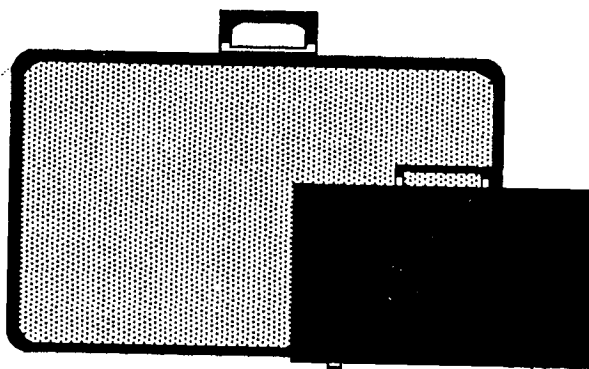
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# GETTING THERE

A Guide to Making  
Travel Arrangements and  
Submitting Travel Claims



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CONSULTER SUR PLACE

Dept. of External Affairs  
Min. des Affaires extérieures

EXTERNAL AFFAIRS CANADA  
APRIL 1986

SEP 3 1986

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## INTRODUCTION

Temporary duty travel by government employees is governed by Treasury Board directives and guidelines contained in Chapter 370 of the Treasury Board Administrative Policy Manual. These directives and guidelines, together with Departmental interpretations of them, may be found in Chapter 4 of the Manual of Regulations.

*Travel under the Foreign Service Directives or the Treasury Board Relocation Directive is subject to special provisions. Persons travelling under these guidelines should consult with ABMR.*

Compliance with Treasury Board directives and guidelines is the responsibility of all Departmental employees. Staff are advised to familiarize themselves completely with the regulations and procedures contained in this guide, as they may be held personally liable for costs in excess of those permitted.

Effective April 1, 1986, with the change in responsibility of the Temporary Duty and International Conference Section, (ABMT), the arrangement of temporary duty travel at headquarters becomes the responsibility of each responsibility centre. (The designation ABMT will continue after the first of April but its role will be confined to providing advice on travel.) Compensation and Benefits Policy Division (ABM) retains the responsibility for co-ordination, interpretation and promulgation of policies and procedures regarding travel on behalf of the Department. Any questions of interpretation or entitlement should be referred to ABMT.

Except as otherwise noted in this guide, staff at headquarters are now required to make travel arrangements for temporary duty travel through Central Travel Service (CTS), a contracted service of Supply and Services Canada. CTS reservation offices are staffed by Air Canada and Canadian Pacific personnel. They will map out the most direct, economical itinerary, tailored to the traveller's needs, on any airline, to any destination in the world. They will also handle reservations for other modes of travel, reserve hotel rooms in Canada and arrange for car rentals. There is no charge for the use of CTS services.

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Contact with Central Travel Service can be made in two ways:

- (1) For simple itineraries, staff at headquarters may phone a CTS office of either CTS/Canadian Pacific (993-7000) or CTS/Air Canada (993-1661). (Other CTS offices are located across Canada and are listed in the Government Intercity Calling Guide and in Annex C to this Guide.)
- (2) Where travel is more complicated, travellers may consult in person at the CTS office located on the second floor of Tower D.

It is left to the employee as to which CTS airline he or she chooses for help in booking reservations.

The step-by-step procedures for travel arrangement, described in this guide, apply to all headquarters staff and to all official travel for which this Department is financially responsible.

In order to have travel arrangements processed as quickly as possible, travellers are urged to make them personally. This is particularly true where the trip involves a complex itinerary or the traveller is faced with tight time constraints. Travellers are cautioned that arrangements made through the internal mail system can be subject to delays or misroutings.

For information on group travel arrangements please contact ABMT.

**This Guidebook is issued as an interim measure pending publication of a revised travel chapter by Compensation and Benefits Policy Division (ABM). It should not be considered the definitive authority on travel policy.**

# 1 MAKING TRAVEL ARRANGEMENTS

This section describes the normal procedures involved in preparing for a trip. Like all procedures in this guide, they are described in the sequence in which they would likely occur.

## 1.1 PRELIMINARY CONSULTATIONS

### **Consultation with Missions**

Where travel is expected to involve a visit to a mission, travellers should contact the mission(s) prior to the visit to ensure that it will be convenient. If a hotel reservation is required, travellers should combine the request for accommodation bookings with notification of their visit. (See the section on Making Reservations, page 9.)

### **Developing an Itinerary**

Travellers must formulate a reasonably detailed itinerary before a travel authority can be completed. In order to develop this detail, travellers are encouraged to consult with Central Travel Service (CTS).

Central Travel Service can advise on flight routings, availability, stopovers, and other information which may have a direct bearing on when and how travel can occur. CTS may be contacted either by phone, for simple itineraries, or in person at the CTS office on D2, where more complicated itineraries can be discussed.

### **Combining Personal with Business Travel**

Whenever a traveller considers combining personal with business travel, he or she is advised to consult with ABMT (996-6192) before proceeding with the completion of a Travel Authority and Advance form.

### **Supplementary Information**

Information to supplement the policies and procedures described in this guide can be obtained from the following sources:

#### **Approved hotels in Canada**

A copy of a directory entitled Hotel Directory for Government Employees is available in each division. (Although it lists U.S. and foreign hotels, staff are required to make their foreign accommodation bookings through the local mission.)

#### **Car rentals in Canada**

A copy of the brochure, Government Directory of Rental Rates for Passenger Vehicles at Canadian Airports, is available from ABMT until May 1. After this date, copies will be made available to each division.

#### **Government policies, procedures or travel entitlements**

Questions regarding these matters which cannot be answered by reading Chapter 4 of the Manual of Regulations should be directed to ABMT at (996-6192).

#### **Flight or other transportation schedules, availability and routing**

To contact Central Travel Service, either visit their office in person (Tower D, 2nd floor), or contact a regular CTS office by calling:

**CTS/Air Canada**                      993-1661

**CTS/Canadian Pacific**            993-7000

## 1.2 COMPLETING A TRAVEL AUTHORITY FORM

All temporary duty travel by External Affairs employees requires the formal, prior approval of a senior Departmental official. At headquarters, permission to travel is recommended by the program supervisor with budgetary and signing authority and approved by the appropriate Director General, ADM or Minister as required by circumstances.

Authorization to travel is obtained by completing a Travel Authority and Advance form ( Form GC 72, Annex A ) and having it signed by the appropriate officer. Where required by special circumstances, such as a request for non-standard entitlements, an explanatory memo, signed by the appropriate officer, must accompany the form.

The onus to complete and distribute the Travel Authority and Advance form rests with the employee travelling. The form must be completed legibly and well enough in advance of travel to permit reservations to be booked and passports issued. Careful planning of a trip will also avoid the expense and inconvenience of indirect routings and stopovers.

The Department will be using the standard government Travel Authority and Advance form until such time as a new Departmental form can be designed. Travellers are cautioned that the information required to complete the new form differs somewhat from what is actually shown on the form. Please refer to the *Tips for Completing a Travel Advance Form* attached to this guide as Annex B before filling one out.

## 1.3 OBTAINING A TRAVEL AUTHORITY NUMBER

All headquarters employees require a Travel Authority Number for each trip. Once the Travel Authority and Advance form has been completed, a copy of the form should be taken to ABMT to have a Travel Authority Number assigned. The Travel Authority Number is the number by which transportation charges for an individual's trip are invoiced to the Department by Central Travel Service. It is therefore essential that a Travel Authority

Number be assigned to the Travel Authority before proceeding to make travel reservations.

A Travel Authority Number will not be issued by ABMT unless the Travel Authority and Advance form has a valid and legible approval signature and the appropriate financial coding. ABMT will retain the second copy of the form for verification purposes.

#### 1.4 OBTAINING A TRAVEL ADVANCE

The next step in the process depends on whether a travel advance is needed. If no travel advance is required, please go to section 1.5.

Under a new Departmental policy, travel advances at headquarters will normally be issued in the form of traveller's cheques. (If the amount of the advance is less than \$3000 CDN, the advance will only be issued in the form of traveller's cheques.) Travel advances may be issued as cheques, but a compelling argument must be made for doing so. Traveller's cheques are available in Canadian and U.S. dollars, French francs, British pounds, and Japanese yen.

The amount of the travel advance is estimated in completing the Travel Authority form (See Annex B). However you may receive a different amount than was estimated on the form because traveller's cheques are issued in preset packages.

If the advance is to be provided in the form of traveller's cheques, the following procedures apply, once the Travel Authority Number has been issued:

- (1) Go to MFFV with the original copy of the Travel Authority and Advance form between 9:30 and 11:30 a.m. or from 1:30 to 4:30 p.m. to pick up the cheques;
- (2) If a currency other than Canadian dollar has been requested, ask for a note stating the conversion rate for the traveller's cheques;

# GETTING THERE

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- (3) If the amount of the travel advance is different from what was estimated on the Travel Authority form, be sure to obtain and keep a copy of a receipt showing the actual amount of the advance. This figure will be essential in completing a travel claim.

If a cheque is required, the traveller must also submit a justifying memorandum, signed by the appropriate Director General. This must be done at least five (5) working days before the cheque is required.

Travel advances will normally be issued approximately 48 hours before the date of departure.

## 1.5 PASSPORTS

When a passport is required for official government travel, a copy of the Travel Authority form should be forwarded to the Passport Office. If the traveller is not already in possession of a valid, official passport, the form should be accompanied by a completed Passport Application form, available from the Passport Office on D1. In such cases, the two forms should be submitted at least one week before the trip begins to allow for the passport to be issued.

Visas will be obtained by the Passport Office for countries listed on the Travel Authority form which require them. As visas can take up to three weeks to obtain for a given country, you are advised to forward the travel authority to the Passport Office as soon as possible when you expect to need a visa. Passport Office can advise on this requirement.

As a direct messenger service is in place between the Passport Office on D1 of the Lester B. Pearson building and Passport headquarters in Hull, staff are advised to drop off Travel Authorities and Passport Applications at the D1 Passport office rather than sending them by internal mail.

When ready, passports can be picked up at the Passport Office on D1. They should be returned to the Passport Office promptly after a trip has been completed.

## 1.6 MAKING RESERVATIONS

Two general types of reservations are normally made for trips: those necessary for transportation to and from the destination, and those required for accommodation.

### **Accommodation In Canada**

If accommodation is required within Canada, hotel reservations are to be booked by Central Travel Service at the same time as other reservations are being made.

Travellers are required to select a hotel from those approved hotels published in the white pages of the Hotel Directory for Government Employees (available in each division) or any hotel charging \$41.00 or less per night for a single room. (Hotels listed in the green pages of the Directory are not approved unless those in the white pages prove unavailable.) Travellers are advised to choose a convenient hotel and a suitable alternative before approaching Central Travel Service (CTS) to make reservations.

Use of a hotel other than those stipulated above requires justification on a travel expense claim. The onus to document use of a more expensive hotel rests with the traveller. Travellers are cautioned that they may be charged the difference in rates unless a satisfactory explanation accompanies the travel claim.

### **Accommodation Outside Canada**

Whenever accommodation is required outside Canada, travellers are required to make the reservations through the local mission, by means of a telegram or telephone request. The request should indicate:

- (1) the number of rooms required;
- (2) the names of the travellers;

- (3) the number of nights;
- (4) the type of accommodation (single, double, with bath etc.);
- (5) the arrival and departure dates; and
- (6) the financial coding against which the cost of the hotel will be charged in the event of a "No show". (See Item 13 (6) in Annex B to this guide.)

It should also ask the mission for confirmation of the reservations, including the name, address and telephone number of the hotel and its daily room rate.

Travellers are reminded that they should always request confirmation of the booking and a guarantee of the reservation, if late arrival is anticipated.

It is the responsibility of the traveller to verify that the hotel will provide accommodation at the agreed rate. Travellers are urged to confirm this fact when checking in.

### **Transportation Bookings**

Transportation bookings are to be made by the traveller through Central Travel Service. Bookings can be made either in person, by dropping into the Central Travel Service office located on D2, or by calling one of the two Central Travel Service numbers listed below.

Travellers are encouraged to visit the Central Travel Service office when they feel that face to face consultation is necessary, as for example might be the case for complicated trips. The CTS office on D2 is open from 8:30 a.m. to 5:00 p.m. on workdays. In many instances, however, and especially where simple itineraries are involved, travellers may find it more convenient to call Central Travel Service at :

<b>CTS/Air Canada</b>	(613) 993-1661
<b>CTS/Canadian Pacific</b>	(613) 993-7000
<b>Via Rail</b>	(613) 993-1661 (Ask for Via Rail)

When booking transportation reservations with Central Travel Service, either in person or over the phone, the following information should be provided and/or recorded:

**(1) The itinerary, including:**

- (a) preferred departure dates and times;
- (b) the class of travel you are booking (e.g., economy);

Staff should request advice on reduced-fare reservations, as well as the restrictions these reservations carry. Departmental regulations oblige travellers to take advantage of special fares where such fares will not interfere with or detract from the purpose of travel. You may be called upon to justify your selection of a class of travel when your travel claim is audited.

- (c) the number of passengers; and
- (d) special arrangements you may require (i.e., seat selection, special meals, excess baggage, etc.).

When arrangements are being made and you are advised that no economy class seats are available, you should:

- (a) ask that a notation be made on the travel itinerary printout; and
- (b) prepare a memo for signature by the appropriate ADM asking for the upgraded travel; and
- (c) forward the memo to ABMT for approval of ACB.

**(2) The name(s) of the person(s) travelling, including Mr., Mrs., Ms., etc.**

**(3) The traveller's office and home telephone numbers.**

**(4) The location and date on which the tickets are to be picked up.**

Please note that the CTS 'Lester B. Pearson Building' office on the second floor of Tower D, or the airline counter at the airport can be specified as a ticket pickup locations.

**(5) How payment is to be arranged.**

Payment for official travel is arranged by quoting a valid Travel Authority Number to the CTS agent. This number permits the cost of the transportation to be billed directly to the Department.

However, in the event that personal travel is combined with a business trip, the additional costs associated with the personal travel must be paid for separately by the traveller. Where such combination travel takes place, travellers must ensure that CTS includes a fare quotation on the itinerary printout showing the government portion of the transportation and hotel expenses. Annotation of the printout should be requested by the traveller at the time the reservations are made and a copy of the printout must be submitted along with your travel claim.

When authority is given to carry excess baggage (See Annex B, 10(d), page 5), travellers should request CTS to provide a miscellaneous charge order covering the additional weight or number of pieces of luggage.

**(6) Hotels.**

In Canada hotels must be booked through Central Travel Service. Having selected a hotel from the white pages of the Hotel Directory for Government Employees, travellers should inform CTS of:

- (a) the name of the preferred hotel(s);
- (b) the type of room (single, double);
- (c) the number of nights required;
- (d) the expected time of arrival; and

- (e) the need for a late check in/out, if required.

Where a late arrival is expected ( after 6:00 p.m. in North America), travellers may wish to have a reservation guaranteed. Please record the confirmation number of your hotel on the Travel Authority.

Hotels outside Canada are to be booked through the missions.

## **(7) Car rental information**

Travellers should provide the following information in order to book rental vehicles:

- a) the car rental agency preferred (consult the Car Rental Handbook available from ABMT (After May 1, within each division);
- b) the type of car required (please check Treasury Board policy for entitlements);
- c) the length of time the car is required;
- d) the location, date and time of pickup point; and
- e) the dropoff point.

Travellers should record any reservation codes provided by CTS for car rentals. They are also advised to ask about any daily, mileage, insurance or drop-off charges and request that these charges be recorded onto the itinerary printout.

Personal accident insurance will not be paid for by the government. If used it will be at the employees expense.

## **(8) The File Locator Number.**

Once travel bookings have been made by Central Travel Service, a File Locator Number will be issued by the Central Travel agent. This number should be recorded on the traveller's copy of the Travel Authority form. The number is used to access the traveller's file on the airline computers. It must be quoted to have changes made to your reservations and to pick up tickets.

## 9) The CTS Airline

Travellers have the choice of dealing with either CTS airline. Having made a choice however, travellers should note which airline has been dealt with in making reservations. Changes to reservations must be made through the same CTS airline.

When Travel Authority forms (covering group travel) have been delivered to the Central Travel office, a central travel operator will call to advise of the file locator numbers which have been assigned to your files.

## 1.7 DISTRIBUTION OF THE TRAVEL AUTHORITY FORM

The Travel Authority and Advance form should be distributed as follows:

- Copy 1 (original) - MFFV Travel and Relocation Accounts
- Copy 2 - ABMT
- Copy 3 - Passport (when required)
- Copy 4 - Originator

Photocopies of the form may be used when additional copies are required.

## 1.8 INNOCULATIONS

For travel to certain parts of the world it is advisable for travellers to be inoculated against infectious diseases. For a list of the countries for which inoculations are required and to make arrangements to receive the inoculations, travellers should call the Medical Clinic of the Overseas and National Capital Regional Headquarters of Health and Welfare Canada at 990-0653. The Clinic is located in the Bonaventure Building, 301 Elgin Street, Ottawa.

## 1.9 SALARY DEPOSITS

Employees in travel status may have their salaries deposited directly to their banks. Salary deposit is arranged by forwarding a completed copy of a Request to Deposit Cheque(s) form (EXT 271) to ABMP.

## 2. TICKET PICKUP

### Flight Tickets

Under the new Departmental travel procedures the onus to remember to pick up tickets rests with the employee who is travelling. Airline tickets and travel Itinerary printouts can be picked up at the Central Travel Service office on D2. Alternate pick-up sites may be arranged with the CTS agent.

Staff picking up tickets should be prepared to identify themselves and quote the File Locator Number.

When picking up tickets, ensure that the ticket envelope contains:

- (a) the ticket(s);
- (b) CTS reservation confirmation slips (hotel and car rentals); and
- (c) a personal itinerary printout. (A copy of this printout is to be submitted with your claim.)

A flight ticket cannot be used by anyone other than the individual whose name appears on it. Travellers are urged to verify that the spelling of their name, as it appears on the ticket, is correct and that the flight numbers, class, dates and times shown on the ticket are in accordance with their requests. Any errors should be reported immediately in order that a new ticket can be issued. Do not attempt to alter the ticket yourself as this will only invalidate it.

The personal itinerary printout is provided for your convenience. (You may have to ask for it.) It provides proof of the traveller's reservations at the hotel desk or car rental counter. Please verify the printout to ensure that the



costs of personal versus business travel are clearly separated.

Payment for segments of the trip which are the financial responsibility of the traveller should be made at the time tickets are picked up. Central Travel Service will accept payment only in the form of a personal cheque.

### **Rail tickets**

Coach class tickets (Ottawa/Montreal) may be picked up and paid for at the Ottawa train station prior to departure. Reserved tickets can be picked up until one hour prior to the train's departure.

## 3. CHANGING OR CANCELLING A TRIP

Significant changes, such as a change to the amount of a travel advance, the duration of the trip or the destinations, require amended authority to travel. This amended authority can be documented in a variety of ways, e.g. by annotating the original Travel Authority form, completing a new one or by submitting a memo. However, to be valid, the amended authority must be legible and approved by the same officers who authorized the original form.

Less significant changes (such as flight times) can be made directly by contacting the same CTS airline which made the original reservations. The actual procedure to be followed will depend on whether or not a transportation ticket has been issued. Any CTS office will be able to advise on whether or not a ticket has been issued.

If no ticket has been issued, simply specify the changes you wish to make to the CTS agent.

If a ticket has already been issued, only those changes which do not affect the price of the ticket or the routing can be made without completing a new Travel Authority form, obtaining a new Travel Authority Number and having a new File Locator Number issued.

Please note that all reservations affected by a change must be amended or

cancelled by the traveller. For example, hotel reservations may be affected by changes to transportation bookings. Failure to change or cancel such reservations may well result in the traveller being charged with the cost of a "no-show".

When changing or cancelling a trip at headquarters or while in travel status in Canada, the following procedure applies:

**(1) Contact the appropriate CTS office.**

At headquarters:

Air Canada (993-1661) or CP Air (993-7000)  
Via Rail (call CTS Air Canada and ask for Via Rail)

Elsewhere in Canada:

See the list of CTS offices in Canada attached as Annex C to this guide.

**(2) Give your File Locator Number, or provide the following information:**

- (a) full name;
- (b) flight number;
- (c) date of travel; and
- (d) travel destination.

**(3) Amend or cancel all bookings affected by the change:**

- (a) transportation;
- (b) hotels; and
- (c) car rentals

**(4) Ask for and record any cancellation numbers on the Travel Authority form. (The cancellation number is your proof that a cancellation was requested.) Travellers should also note the time and date cancellation was requested.**

**(5) If the trip is being cancelled, take a copy of the Travel Authority**

clearly marked CANCELLED to MFFV, along with any unused flight tickets, miscellaneous order charges (excess baggage) and any traveller's cheques. The traveller's cheques should then be hand carried and countersigned at MFFC.

Changes while in travel status outside Canada should be made through the nearest mission.

#### 4. TRAVEL OUTSIDE BUSINESS HOURS

When travel must be arranged outside of normal business hours the following difference in the normal procedures applies:

- 1) Contact the Operations Centre, ISEO instead of ABMT to obtain a Travel Authority Number.

CTS/Air Canada offices are available to make reservations over the phone 24 hours a day. Travellers are reminded that Travel Authority and Advance forms are still required.

#### 5. TRAVEL CLAIMS

It is the responsibility of the traveller to prepare a travel claim. Travel advances must be accounted for within 15 days of the completion of the trip for which the advance was authorized. Where no advance was issued, travellers are still required to submit a claim, as costs will have been incurred. (By way of example, travellers would still be required to account for their transportation ticket stubs or miscellaneous charge orders, whether they were purchased by the traveller or provided by the employer.)

Preparation of a travel claim will be facilitated if travellers jot down expenses as they are incurred, noting brief explanations for the unusual ones. A convenient way to do this is to take along a photocopy of page two of the claim form on the trip. Travellers will also find it easier if they keep all their receipts in a single envelope.

Claims must list chronologically and in detail all the expenses incurred and substantiate these expenses with receipts wherever possible. The expenses must be recorded in the currency in which they were incurred, with a brief explanation for anything which is unusual. The totals for each currency must then be computed and converted into Canadian dollars, using the applicable exchange rates.

Once the expenditures are listed, totalled and converted to Canadian dollars, the difference between the travel advance and the total of the expense claim must be calculated and recorded on the form. (Information on exchange rates is available by calling MFFP at 992-6171).

Any money owing to the government must be submitted along with the completed travel expense claim. (Cheques are to be made payable to the Receiver General for Canada.) An example of a completed Travel Expense Claim is attached as Annex D.

Only one copy of the Travel Expense Claim, the original, should be submitted to MFFV. It must be legible, signed by the claimant and approved and certified under Section 27 of the Financial Administration Act by the appropriate responsibility centre manager. Please ensure that a copy of the itinerary printout is also submitted with the claim form.

After the claim has been audited, the employee will be reimbursed any amount spent in excess of the advance, or be requested to refund any outstanding balance still owing to the Department.

## **NECESSARY RECEIPTS**

The following expenses must be supported by vouchers, receipts or other appropriate documents:

- a) all commercial transportation tickets, whether or not these were purchased or provided by the employer, including unused portions;
- b) overnight accommodation in excess of \$13.50 Canadian;
- c) meal and incidental expenses in excess of those specified in .3 of Appendix C of the Treasury Board travel directives;
- d) car rentals, including insurance for release of liability, but not for personal injury coverage;
- e) excess luggage costs;
- f) supplementary business insurance;
- g) taxis and other forms of local and ground transportation, where the charge exceeds \$5 Canadian;
- h) parking charges, except for coin-operated meters;
- i) authorized long-distance calls on government business;
- j) public stenographic, typing services, or rental of office equipment;
- k) passport photographs or related expenses authorized in respect of a journey outside Canada;
- l) hospitals, medical and other expenses arising from illness, injury or death;
- m) necessary disbursements in connection with the operation of government vehicles; and
- n) charges relating to traveller's cheques and conversion of foreign currency. ( If receipts are unavailable, an attestation as to the rates of exchange obtained must be provided.)

1 DATE OF BIRTH & CLASS 2 TKT PICKUP: 07APR86  
 2 2|9|1|2|0|1|A|S|J|3| XAR 1245  
 3 Type 2 Name of Traveller - Nom du voyageur  
 SMITH, JANE M. MISS

TRAVEL AUTHORITY AND ADVANCE  
 AUTORISATION DE VOYAGER ET AVANCE

4 Department - Ministère: EXTERNAL AFFAIRS  
 Branch - Direction: RRR  
 Address - Adresse: 2000 HIGH PARK AVE.  
 Telephone - Téléphone: B. 990-6666 H. 737-2101

5 REMARKS:  
 CONTACT RE TRAVEL ARRANGEMENTS:  
 PAT WHITE, RBB, 990-1234 WITH CTS  
 PASSPORT REQUIRED BY 04APR86

TRAVEL AUTHORITY - AUTORISATION DE VOYAGER

6 Purpose of Travel - But du voyage: BILATERAL TRADE TALKS  
 7 Duration Days / Durée jours: 14  
 8 Estimated Cost - Coût estimatif: Transportation \$ 3100.00, Other Expenses / Autres dépenses \$ 2800.00

DEPARTURE - DÉPART				ARRIVAL - ARRIVÉE				May be contacted at / On peut rejoindre la personne à
Date 1986	Time Heure	Place - Lieu	Mode	Date	Time Heure	Place - Lieu		
9 APR		OTTAWA, CANADA	AIR	9 APR		VANCOUVER, CANADA		
		BOOK SWB AT HOTEL GEORGIA		APR. 9 & 10		VANCOUVER		
11 APR		VANCOUVER, CANADA	AIR	12 APR		TOKYO, JAPAN	BUSINESS CLASS	
18 APR		TOKYO, JAPAN	AIR	18 APR		HONG KONG, HONG KONG	BUSINESS CLASS	
22 APR		HONG KONG, HONG KONG	AIR	22 APR		SINGAPORE, SINGAPORE	PERSONAL*	
24 APR		SINGAPORE, SINGAPORE	AIR	24 APR		HONG KONG, HONG KONG	PERSONAL*	
25 APR		HONG KONG, HONG KONG	AIR	25 APR		VANCOUVER, CANADA	BUSINESS CLASS	
		BOOK SWB AT AIRPORT INN 25 APR, VNCVR, CANADA						
26 APR		VANCOUVER				OTTAWA		
NOTE: (1) HOTELS OUTSIDE CANADA & SINGAPORE ARRANGED BY POST								
(2) MEMO HAS BEEN SENT TO ACB VIA ABMT FOR UP-GRADED TRAVEL								
(3) NEED FARE QUOTE FROM CTS*								
(4) PLEASE ARRANGE ALL DEPARTURES BETWEEN 8 & 9 A.M.								

10  Coach or Economy / Classe touriste  
 First Class / Première classe  
 Car Rental / Voiture louée  
 Private Vehicle / Véhicule particulier  
 Mile - Le mille  
 Composite Allowance / Indemnité détalée @ \$ 36.00 day / jour  
 Comprehensive Allowance / Indemnité globale @ \$ \_\_\_\_\_ day / jour  
 \*Tokyo 13,300 Yen  
 \*Hong Kong 219 HK\$  
 \*25% Incidentals

11 Traveller - Voyageur: J.M. SMITH  
 Signature: [Signature] Date: 01APR86  
 Remarks - Remarques: 10 KILO/1 PIECE OTTAWA/TOKYO EXCESS BAGGAGE  
 Recommended by - Recommandée par: B. BROWN  
 Signature: [Signature] Date: 01APR86  
 Approved by - Approuvée par: P.A. GREEN  
 Signature: [Signature] Date: 01APR86

13 REQUEST FOR ADVANCE - DEMANDE D'AVANCE  
 Type 3 Particulars - Détails TRVL CHEQUE: USD + JAP YEN + CDN  
 Cheque Amount / Montant du chèque: \$ 2800.00  
 Date cheque required / Chèque requis le: \_\_\_\_\_  
 Y-A M D-J: \_\_\_\_\_

15 ACCOUNTING INFORMATION - RENSEIGNEMENTS DE LA COMPTABILITÉ  
 2 Sub Type: 3 Dept. Ref. No. / N° de réf. min.: 014808808010109210409101  
 4 Coding - Codage: \_\_\_\_\_  
 5 Amount - Montant: \_\_\_\_\_  
 6 Description: \_\_\_\_\_  
 7 Fin. Encumbrance No. / N° de la charge financière: 212-10105

Requestioned for payment pursuant to section 26 of the Financial Administration Act and certified in accordance with subsection 7(1) of the Account Verification and Payment Requisition Regulations.  
 Demande de paiement aux termes de l'article 26 de la Loi sur l'administration financière. Certifié conformément au paragraphe 7(1) du Règlement sur le contrôle des comptes et la demande de paiement.  
 Verified correct - Vérifié conforme  
 Signature: \_\_\_\_\_  
 Services Officer - Agent des services: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Cheque No. - N° de chèque / Date: \_\_\_\_\_

## TIPS FOR COMPLETING A TRAVEL AUTHORITY FORM

The following notes will assist employees in completing the new Travel Authority and Advance form:

**(1) S.I.N Number**

Where the form asks for a S.I.N. number, the traveller should record his or her *date of birth* and *classification*, when an official passport must be issued. If travellers are sensitive about having this information recorded, they may simply record it only on the copy destined for the Passport Office.

**(2) Travel No.**

This number will be assigned by ABMT after the form is completed and signed by the appropriate authorities.

**(3) Name of Traveller**

Please record your name in the following order: Family name, Given name and initial

**(4) Telephone numbers.**

Both a home and an office telephone number should be recorded in the space provided. This information is required to permit airlines to contact the traveller in the event of flight changes or delays.

**(5) Send cheque to**

Information on cheque delivery is not required under Departmental procedures. However, the box may be used for a number of other purposes including:

- (a) recording the name and phone number of the employee responsible for co-ordinating group travel,
- (b) recording the date on which a passport is required, (See item 13 below), and
- (c) recording remarks if the *Remarks* box is too small.

**(6) Purpose of Travel**

Please ensure that the purpose is adequately described. Terms such as 'temporary duty travel' or 'Liaison' are not adequate. Passport Office will use the purpose of travel described on the form to obtain necessary visas.

**(7) Duration (Days)**

The actual number of days in travel status should be recorded here. Naturally, this total excludes any days of personal travel.

**(8) Estimated Cost**

Only an estimate of the major *Transportation* costs need be recorded here. This information can be obtained by calling Central Travel Service and requesting a fare quotation.

An estimate of *Other Expenses* can be calculated by the following formula:

- (i) Multiply the duration of the trip in days by the sum of
  - (a) the composite allowance rate (which includes incidentals) and
  - (b) the daily hotel rate;
- (ii) Add 15% to the total calculated in step (i) to cover miscellaneous costs; and,
- (iii) Where unusual circumstances such as hospitality, seminars or car rental require an amount greater than the calculated estimate, please explain this requirement very briefly in the *Remarks* box.

**(9) Itinerary**

A detailed itinerary should be recorded in the space provided. Flight and other transportation information may be obtained prior to completing the form by contacting Central Travel Service.



**Place** Please list both city and country.

**Mode** Refers to the mode of transportation (air, rail, etc.)

***Personal travel***

Any segments of the trip for which the traveller, rather than the government, is financially responsible should be indicated clearly by a notation in the *May be contacted at* column.

**(10) Special Authorizations** (the check mark boxes)

A Travel Authority form is authorized by having it signed by an approving officer before the travel takes place. In most instances a Director General will provide this approval. However, authorization above the Director General level may be required in certain circumstances. Travellers should consult the **Manual of Regulations** (Chapter 4) for more information on the circumstances requiring special authorization.

Where appropriate authorization has not been obtained in advance of travel, travellers may find themselves held personally liable for any costs incurred.

Whenever special approval is requested on a Travel Authority form - even where a 'higher' level of authority is not required - a justification for the request must be documented. This will be done in one of two ways; either by a notation on the subsequent Travel Claim form, or by a memo attached to the Travel Authority form. Which of these methods is used will depend on the circumstances.

The following circumstances represent the more common instances where special authorization is required.

**(a) Class of Travel**

The normal class of travel is Economy for air travel, and Coach for rail travel. Where this normal standard of travel is to be used (for all

segments of a trip), the box marked *Coach or Economy* should be checked to indicate that no special approval or documentation is required.

When a class of air travel other than Economy (eg. First or Business) is requested, for any segment of a trip, approval must be granted by ACB. To seek this approval, the following steps must be taken:

- (1) the box marked *First Class* on the Travel Authority will be checked and annotated with the appropriate class of service (e.g., Business);
- (2) the affected segments of the itinerary will be noted on the Travel Authority form under the *May be contacted at* column;
- (3) a memo, justifying the request will be prepared and signed by the appropriate ADM;
- (4) a photocopy of the signed Travel Authority form and the original copy of the explanatory memo will be taken to ABMT which will seek ACB approval.

When a class of rail service other than Coach is requested, the following procedure applies:

- (1) the box marked *First Class* on the Travel Authority form is to be annotated with the appropriate class (eg. Club) and marked with a check mark; and
- (2) a short explanation of why the upgraded class was needed is to be recorded on the travel claim relating to the trip.

Upgraded class for rail service can be approved by a Director General.

#### **(b) Rental of Vehicles**

A rented vehicle is to be authorized only when it is considered a practical and economic alternative to other forms of transportation.

Treasury Board regulations stipulate that the normal size of vehicle to be rented is a Compact. Deviations from this standard (e.g., several travellers with luggage) must be justified on the travel claim relating to the trip.

When a rented vehicle is to be used, please check the box on the Travel Authority form and annotate the itinerary with the pickup and dropoff points. Directors General are authorized to approve the rental of vehicles.

**(c) Private Vehicles**

Authorization to use privately-owned vehicles and the rate of reimbursement for such use must be established before travel takes place. A different rate of reimbursement applies depending on whether use of the vehicle was requested by the employee or the employer.

When a private vehicle is to be used on a trip:

- (1) indicate this fact by a check-mark in *Private Vehicle* box, and
- (2) record in the space provided for the rate (marked with an @ on the form) whether the "employee" or the "employer" has requested that the vehicle be used.

Director Generals have the authority to approve use of private vehicles.

**(d) Excess baggage**

A brief note explaining why excess baggage will be required should be recorded in the *Remarks* box, along with the approximate weight and/or the number of pieces of additional luggage. The affected segments of the trip should also be annotated on the itinerary portion of the form.

Directors General are authorized to approve excess baggage requests.

**(e) Conference Travel**

Where travel is being undertaken for the purpose of attending a conference, authority to travel must be obtained as follows:

- (i) If one or two employees are going to the same conference the Travel Authority must be signed by the appropriate ADM; or
- (ii) If more than 2 employees are going to the same conference the Travel Authorities must be signed by one of the three Ministers.

**(11) Daily Allowance Rate**

Up-to-date meal allowances are published monthly in the Schedules to Foreign Service Directives and Meal Rates, available from ABMA.

**(12) Signatures**

The Travel Authority and Advance form performs a number of functions. When signed by the Recommending officer, it certifies that travel is necessary in support of a program objective and that sufficient funds have been committed under Section 25 of the Financial Administration Act to cover the cost of travel. It also defines the conditions under which travel will occur and, when signed by the traveller, it constitutes an acceptance by the traveller of the conditions specified.

All signatories should print the symbol of the organization they represent and their surname above their signatures.

***Traveller***

Travel Authorities must be signed by the individual traveller.

***Recommended by***

The recommending officer would normally be the traveller's program supervisor. Before signing this block the recommending officer must

ensure that:

- (a) funds are available and committed to cover the cost of the trip;
- (b) the conditions under which travel will take place are in accordance with Treasury Board and Departmental policies; and
- (c) a clear distinction has been made between segments of the trip which are the traveller's personal responsibility as opposed to official government travel.

When the traveller is a Director General, that individual may also recommend his or her own travel to the appropriate ADM for approval.

**Approved by**

cannot be approved by the *Recommending* officer.

**(13) Requesting a Travel Advance:**

A travel advance is requested by completing the bottom part of the form entitled *Request for Advance*. Please note that, unless there are mitigating circumstances, no travel advance will be issued if a previous advance remains unaccounted for.

Beginning April 1, 1986 most travel advances will be issued in the form of traveller's cheques, although letters of credit and cheques will be available to cover exceptional situations. (All advances less than \$3000 Canadian will be issued in the form of traveller's cheques.)

To obtain traveller's cheques or a letter of credit the following information should be recorded on the Travel Authority and Advance form:

**(1) Particulars**

Record the words *traveller's cheques* or *letter of credit* in this space to indicate which form of advance you require. When traveller's cheques

are being requested, the currencies in which you wish the cheques to be issued should also be recorded. (You don't need to list the actual amounts of the various currencies, just which currencies are needed. The actual amounts will be worked out at the time the traveller's cheques are picked up.) Traveller's cheques are available in Canadian Dollars, U.S. Dollars, British Pounds, French Francs and Japanese Yen.

**(2) *Cheque Amount***

Indicate the total amount of the advance being requested. This total should be specified in Canadian dollars.

**(3) *Date advance required***

Indicate the latest date on which a travel advance should be available.

**(4) *Sub Type***

This information is not required.

**(5) *Dept Ref No.***

This information is not required.

**(6) *Coding***

This field should be completed in consultation with division/bureau financial staff.

Two types of financial coding may be required on the form: one to cover the travel advance, the other to cover the reservation costs. When both codings are required, and the costs are to be borne by the same responsibility centre, the coding should be shown in the following format:

CV-RC-CA-PROJ.-ADVANCE LOBJ/ EXPENSE LOBJ

**(7) *Amount and Description***

These fields need not be completed.

**(8) *Fin. Encumbrance No.***

The financial encumbrance number of the commitment, obtained from the

division/bureau financial staff, should be recorded in this space.

**Travel Advances in the Form of Cheques**

When circumstances require a cheque to be issued instead of traveller's cheques, the following procedures apply:

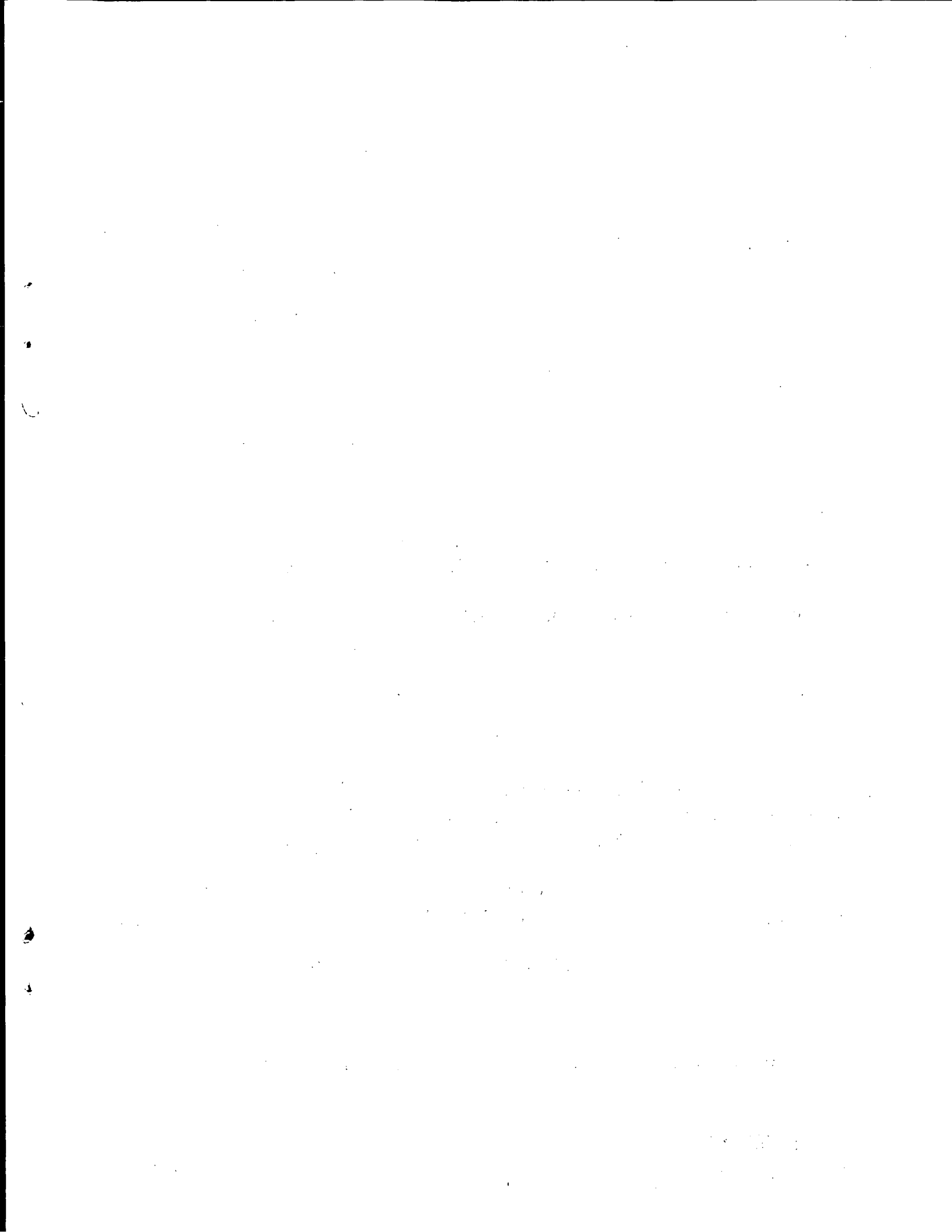
- (a) Complete the Travel Authority and Advance form as for traveller's cheques, except that, under *Particulars*, the word cheque should be recorded to indicate the form of advance required;
- (b) Complete a cheque requisition form;
- (c) Prepare a memo explaining why an advance in a form other than traveller's cheques is required;
- (d) Have the memo signed by the appropriate Director General; and
- (e) Submit the Travel Authority and Advance form, the memo, and the cheque requisition to MFFV.

**(14) Passport Pickup Date**

Please indicate the date on which the passport is to be picked up in the bottom right-hand corner of the *Send cheque to* box.

**(15) Financial Coding**

All Travel Authority and Advance forms must have financial coding recorded in the *Coding* box to cover the cost of travel, whether or not a travel advance has been requested.





**CTS Offices in Canada**

<u>Office</u>	<u>Air Canada</u>	<u>Canadian Pacific</u>	<u>Bureau</u>
St. John's, Nfld.	753-3752		Saint-Jean (T.-N.)
Sydney	539-8585	1- 800-361-0626	Sydney
Halifax	426-2562	1- 800-361-0626	Halifax
Saint John, N.B.	648-4588	1- 800-361-0626	Saint-Jean (N.B.)
Moncton	857-6033	1- 800-361-7244	Moncton
Quebec City (call Montreal)	283-3199	283-3128	Québec (appelez Montréal)
Montreal	283-3199	283-3128	Montréal
Ottawa	993-1661	993-7000	Ottawa
(call Toronto for)			(appelez Toronto)
Windsor	224-3866	966-8103	Windsor
London	224-3866	966-8103	London
Hamilton	224-3866	966-8103	Hamilton
Toronto	224-3866	966-8103	Toronto
N.W. Ontario		1- 800-665-3390	N-O de L'Ontario
Winnipeg	949-3611	949-2870	Winnipeg
Regina	780-6700	1 - 800-665-3390	Regina
Saskatoon	975-5200	1 - 800-665-3390	Saskatoon
Edmonton	420-3383	1 - 800-663-3751	Edmonton
Calgary	292-5244	231-4484	Calgary
Vancouver	666-3813	666-6451 544-6451	Vancouver
Victoria	666-3813	666-6451 544-6451	Victoria

The following table shows the results of the experiments conducted on the various specimens of the material under test. The specimens were prepared in accordance with the standard specifications and were tested under the following conditions:

Specimen No.	Material	Temperature (°C)	Strain Rate (mm/min)	Yield Point (MPa)	Tensile Strength (MPa)	Elongation (%)
1	Aluminum	20	0.5	100	150	10
2	Aluminum	50	0.5	95	145	12
3	Aluminum	100	0.5	90	140	15
4	Aluminum	150	0.5	85	135	18
5	Aluminum	200	0.5	80	130	22
6	Aluminum	250	0.5	75	125	28
7	Aluminum	300	0.5	70	120	35
8	Aluminum	350	0.5	65	115	45
9	Aluminum	400	0.5	60	110	60
10	Aluminum	450	0.5	55	105	80
11	Aluminum	500	0.5	50	100	100
12	Aluminum	550	0.5	45	95	120
13	Aluminum	600	0.5	40	90	150
14	Aluminum	650	0.5	35	85	200
15	Aluminum	700	0.5	30	80	250
16	Aluminum	750	0.5	25	75	300
17	Aluminum	800	0.5	20	70	350
18	Aluminum	850	0.5	15	65	400
19	Aluminum	900	0.5	10	60	450
20	Aluminum	950	0.5	5	55	500
21	Aluminum	1000	0.5	0	50	550
22	Aluminum	1050	0.5	0	45	600
23	Aluminum	1100	0.5	0	40	650
24	Aluminum	1150	0.5	0	35	700
25	Aluminum	1200	0.5	0	30	750
26	Aluminum	1250	0.5	0	25	800
27	Aluminum	1300	0.5	0	20	850
28	Aluminum	1350	0.5	0	15	900
29	Aluminum	1400	0.5	0	10	950
30	Aluminum	1450	0.5	0	5	1000
31	Aluminum	1500	0.5	0	0	1050
32	Aluminum	1550	0.5	0	0	1100
33	Aluminum	1600	0.5	0	0	1150
34	Aluminum	1650	0.5	0	0	1200
35	Aluminum	1700	0.5	0	0	1250
36	Aluminum	1750	0.5	0	0	1300
37	Aluminum	1800	0.5	0	0	1350
38	Aluminum	1850	0.5	0	0	1400
39	Aluminum	1900	0.5	0	0	1450
40	Aluminum	1950	0.5	0	0	1500
41	Aluminum	2000	0.5	0	0	1550
42	Aluminum	2050	0.5	0	0	1600
43	Aluminum	2100	0.5	0	0	1650
44	Aluminum	2150	0.5	0	0	1700
45	Aluminum	2200	0.5	0	0	1750
46	Aluminum	2250	0.5	0	0	1800
47	Aluminum	2300	0.5	0	0	1850
48	Aluminum	2350	0.5	0	0	1900
49	Aluminum	2400	0.5	0	0	1950
50	Aluminum	2450	0.5	0	0	2000
51	Aluminum	2500	0.5	0	0	2050
52	Aluminum	2550	0.5	0	0	2100
53	Aluminum	2600	0.5	0	0	2150
54	Aluminum	2650	0.5	0	0	2200
55	Aluminum	2700	0.5	0	0	2250
56	Aluminum	2750	0.5	0	0	2300
57	Aluminum	2800	0.5	0	0	2350
58	Aluminum	2850	0.5	0	0	2400
59	Aluminum	2900	0.5	0	0	2450
60	Aluminum	2950	0.5	0	0	2500
61	Aluminum	3000	0.5	0	0	2550
62	Aluminum	3050	0.5	0	0	2600
63	Aluminum	3100	0.5	0	0	2650
64	Aluminum	3150	0.5	0	0	2700
65	Aluminum	3200	0.5	0	0	2750
66	Aluminum	3250	0.5	0	0	2800
67	Aluminum	3300	0.5	0	0	2850
68	Aluminum	3350	0.5	0	0	2900
69	Aluminum	3400	0.5	0	0	2950
70	Aluminum	3450	0.5	0	0	3000
71	Aluminum	3500	0.5	0	0	3050
72	Aluminum	3550	0.5	0	0	3100
73	Aluminum	3600	0.5	0	0	3150
74	Aluminum	3650	0.5	0	0	3200
75	Aluminum	3700	0.5	0	0	3250
76	Aluminum	3750	0.5	0	0	3300
77	Aluminum	3800	0.5	0	0	3350
78	Aluminum	3850	0.5	0	0	3400
79	Aluminum	3900	0.5	0	0	3450
80	Aluminum	3950	0.5	0	0	3500
81	Aluminum	4000	0.5	0	0	3550
82	Aluminum	4050	0.5	0	0	3600
83	Aluminum	4100	0.5	0	0	3650
84	Aluminum	4150	0.5	0	0	3700
85	Aluminum	4200	0.5	0	0	3750
86	Aluminum	4250	0.5	0	0	3800
87	Aluminum	4300	0.5	0	0	3850
88	Aluminum	4350	0.5	0	0	3900
89	Aluminum	4400	0.5	0	0	3950
90	Aluminum	4450	0.5	0	0	4000
91	Aluminum	4500	0.5	0	0	4050
92	Aluminum	4550	0.5	0	0	4100
93	Aluminum	4600	0.5	0	0	4150
94	Aluminum	4650	0.5	0	0	4200
95	Aluminum	4700	0.5	0	0	4250
96	Aluminum	4750	0.5	0	0	4300
97	Aluminum	4800	0.5	0	0	4350
98	Aluminum	4850	0.5	0	0	4400
99	Aluminum	4900	0.5	0	0	4450
100	Aluminum	4950	0.5	0	0	4500

10/10/10  
 10/10/10

TRAVEL EXPENSE CLAIM/DEMANDE D'INDEMNITÉ DE DÉPLACEMENT

Claimant/Réclamant <b>DOE, John F.</b>	Dept. Division/Ministère - Division <b>External Affairs - EER</b>	Date <b>Dec. 1/85</b>	Cheque No./N° du chèque
Residence Address/Adresse de domicile <b>111 Main St., Ottawa</b>		<input type="checkbox"/> ADVANCE/AVANCE Standing Fixe	
HQ's of Claimant/Bureau admin. du réclamant <b>Ottawa</b>		<input checked="" type="checkbox"/> Trip De voyage <b>\$2000.00</b>	
Purpose of Travel/Motif du voyage <b>Temporary Duty - Paris (OECD meetings, Nov. 18-20) and Dakar (familiarization with post activities, Nov. 22-25)</b>		<b>TOTAL OF CLAIM RECLAMATION TOTALE \$1663.61</b>	
		<input checked="" type="checkbox"/> BALANCE/SOLDE To be refunded by claimant A rembourser par le réclamant	
		<input type="checkbox"/> Payable to claimant Payable au réclamant <b>\$ 336.39</b>	

Year Année 19	Month Mois	Day Jour	DETAILS (including names of places where expenses were incurred) DETAIL (y compris le nom des endroits où les dépenses ont été effectuées)	Time of departure and arrival Heure de départ et d'arrivée	Vr. No. Pièce N°	No. of meals Nbre de repas	Meals and lodging Repas et logement	All other expenses Toutes autres dépenses
							<u>Canadian Dollars</u>	
	Nov.	15	Commission \$ 1800 travellers' cheques		2			18 00
		16	Taxi Residence to Ottawa Airport		3			16 00
		16	Incidentals					3 55
		16	Excess baggage 10 kg authorized  (see attached memorandum)		4			<u>35 00</u>
		16	Depart Ottawa AC 166	1740	1			72 65
		16	Arrive Montreal	1815				
		16	Depart Montreal AC 870	1940				
		17	Arrive Paris	0825				<u>French Francs</u>
		17	Convert \$1000 travellers' cheques to  French Francs (5790 FRF = 1000 CAD)		5			57 90
		17	Bus - Airport to Porte Maillot		6			32 00
		17	Taxi - Port Maillot to Hotel Alexander					20 00
			LD and incidentals			2	240 00	76 25
		20	Telephone call to Ottawa/EER re meetings		7			150 00
		21	Hotel Nov. 17-20 incl. (4 nights)		7		720 00	
				<b>Total or sub-total Total ou total partiel</b>			<b>1960 00</b>	<b>336 15</b>

For Coding Purposes Only/Réserve au codage

Amount Montant	Dr.-Cr.

AUTHORIZED/AUTORISÉ

Private Vehicle Allowance Indemnité-véhicule particulier	<input type="checkbox"/> PER MILE LE MILLE <input type="checkbox"/> PER KM LE KM			
Provisionally claimed this fiscal year Déjà réclamé présent exercice	<input type="checkbox"/> MILLES MILLES <input type="checkbox"/> KM KM			
This claim Indemnité demandée	<input type="checkbox"/> MILLES MILLES <input type="checkbox"/> KM KM			

Approved for Deputy Head pursuant to the Travel Directives and certified pursuant to Section 27 of the Financial Administration Act.  
Approuvé pour le Sous-Chef en vertu des Directives de voyage et certifié en vertu de l'Article 27 de la Loi sur l'Administration financière.

"I certify that the amounts included in this claim were incurred on authorized government business travel."  
"Je certifie que les montants faisant l'objet de la présente réclamation constituent des dépenses entraînées par des voyages pour affaires officielles".

To be signed by appropriate responsibility  
centre manager  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**JOHN DOE**  
Claimant's Signature/Signature du réclamant

**1/12/85**  
Date



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