

**NCJC** **CMNC**  
NAV CANADA Joint Council Conseil mixte de NAV CANADA



# **NAV CANADA JOINT COUNCIL CONSEIL MIXTE DE NAV CANADA**

## **TRAVEL PROGRAM**

**Effective July 4, 2025**

*(revised: February 3, 2026)*

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## Travel Program

### GENERAL

#### Effective Date

This Program is effective on July 4, 2025, unless specified otherwise.

#### Purpose and Scope

The purpose of this program is to ensure consistent and prudent treatment of employees throughout NAV CANADA who are required to travel. The provisions contained in this program are mandatory. These provisions provide for the reimbursement of reasonable expenses necessarily incurred while traveling on corporate business and do not constitute income or other compensation that would open the way for personal gain. Subject to the exceptions provided for in this program, all travel shall be pre-authorized. The entitlements of the traveler shall be determined in accordance with the provisions of this program.

#### Application

This program applies to NAV CANADA employees traveling on corporate business, including training, or employees and their dependants authorized to travel under the Isolated Posts and the Relocation Programs.

The Travel Program standards, rates or allowances, and reimbursement of expenses apply equally and without discrimination.

### DEFINITIONS

#### ***Actual and Reasonable Expenses***

Expenses incurred, supported by proof of payment (receipts and vouchers), up to the amount determined by NAV CANADA to be appropriate and justifiable based on experience of what costs should be under the circumstances.

#### ***Basic Insurance***

Private vehicle insurance coverage which includes traveling to and from work with minimum coverage of \$1 million public liability and property damage.

#### ***Commercial Accommodation***

Hotel or motel type of accommodation or an establishment that provides lodging at an established published rate excluding online rental marketplace services such as Airbnb, VRBO, etc.

***Composite Allowance***

A per diem compensation for meals and incidental expenses.

***Corporate and Institutional Accommodation***

Training centres, universities, colleges, military establishments, and other facilities owned, controlled, authorized or arranged by NAV CANADA

***Corporate Business Travel***

All travel authorized by NAV CANADA

***Economy Class Travel***

The standard class of travel, including special discount fares; this excludes first class and business class or equivalents.

***Headquarters Area***

An area with a radius of 16 kilometres surrounding, and centered on, the place of duty.

***Household***

Household is defined as being composed of a person or group of persons who co-reside in, or occupy, a dwelling.

***Home***

The principal residence or a second residence (temporary, seasonal or self-contained) occupied immediately prior to the period of duty.

***Incidental Expenses***

This includes items such as gratuities, laundry, dry cleaning, depreciation of luggage and other personal supplies/services which can be attributed to travel status, but are not otherwise provided for under this program.

***Individual Travel Card (ITC)***

The credit card mandated by NAV CANADA.

***Living Expenses***

The expenses incurred for food, incidentals and overnight accommodation, as specified in the program.

***NAV CANADA Travel Service (NCTS)***

A service operated by a private travel agency under contract.

***Private Accommodation***

Any accommodation which is not commercial, corporate or institutional.

***Overseas Travel***

Travel outside Canada and the continental USA.

***Principal Residence***

A single-family dwelling, excluding temporary or seasonal accommodation, owned or rented by you or a dependent which:

- a) was occupied continuously by you at the time that NAV CANADA authorized the relocation; and
- b) is recorded as your permanent address in the corporate personnel file.

***Place of Duty***

This is the official station or headquarters at, or from, which an employee's duties are usually performed.

***Receipt***

An original, carbon copy or certified true copy showing the date of an expenditure, the amount (itemized where possible) and proof of payment.

***Responsible Manager***

The manager who has been duly delegated to manage NAVCANADA resources in terms of a delegated budget and financial signing authority.

***Self-contained Accommodation***

Accommodation obtainable at weekly or monthly rates which provides sleeping, meal preparation and refrigeration facilities.

***Supplementary Business Insurance (SBI)***

Additional insurance coverage which is required for a private vehicle which is frequently used on corporate business and provides for third-party liability, including passenger hazard.

***Travel Status***

Absence from the headquarters area on corporate business travel, at a location which is more than 16 kilometres from the employee's home.

***Traveler***

An employee or dependant authorized to travel under this program.

**VACATION TRAVEL ALLOWANCE**

- The annual Isolated Post Vacation Allowance and number of Vacation Travel trips are outlined in Appendices C and D of the IP Guidelines.
- Eligible employees and their eligible dependants will receive this annual payment for vacation travel purposes in April of each year. Those employees who reside in a location that receives two VTAs per year, will receive one payment in April and the other in October.

## Part 1: Administration

### 1.1. Authorization

- 1.1.1. NAV CANADA shall determine the requirement for travel, as well as the mode and class of transportation and type of accommodation to be used.
- 1.1.2. When traveling on corporate business, including training, you will be afforded comfortable, good quality transportation and accommodation. Allowances, rates and conditions of payment and reimbursement will be sufficient to meet legitimate expenses necessarily incurred. In exceptional situations, when you are confronted with unusual costs, actual and reasonable expenses may be reimbursed.
- 1.1.3. Managers authorizing travel and travelers should be aware that expenses resulting from misinterpretations or mistakes are not a basis for reimbursement. Uncertainties as to entitlements should be referred to Corporate Travel and Relocation.
- 1.1.4. As a rule, you are expected to travel to your place of duty on your own time and at your own expense. Transportation between your home and place of duty is generally not reimbursable.
- 1.1.5. All travel including the mode and class of transportation and type of accommodation requires the advance written authorization of the responsible manager, except where circumstances preclude it.

### 1.2. Responsibilities

- 1.2.1. NAV CANADA will ensure that the Travel Program is made available at your place of duty and that its provisions are applied consistently. This includes travel authorization, travel and accommodation arrangements, and the certification and reimbursement of legitimate corporate travel expenses.
- 1.2.2. You are responsible for:
  - (a) obtaining advance written authorization from the responsible manager, except where circumstances preclude it;
  - (b) safeguarding travel documents and funds provided;
  - (c) submitting completed travel expense claim forms, with receipts and other supporting documentation, no later than thirty (30) calendar days after the completion of travel;
  - (d) providing explanations in your expense claim whenever there are material changes from the authorized travel arrangements.

- 1.2.3. When travel claims involving a cash advance are outstanding for more than 30 days after travel is completed, NAV CANADA will make reasonable efforts to encourage you to reconcile the advance with a travel claim.

If a claim is not submitted, NAV CANADA will issue advance notice and may subsequently recover the cash advance from your regular pay cheque.

### **1.3. Travel Credit Cards**

- 1.3.1. When authorized, you may use an individual travel card (ITC) while in travel status to cover expenses not paid directly by NAV CANADA. The use of an ITC is subject to the provisions of NAV CANADA'S corporate financial policy.
- 1.3.2. Where an ITC is not provided, or not honoured, you may use a personal credit card, provided the cost of travel is not increased. Any extra costs incurred using your personal credit card are not reimbursable. This includes any service charges assessed by the credit card company.

### **1.4. Travel Advances**

- 1.4.1. Travel advances will be issued, where feasible, if you don't hold an ITC or where an ITC is not honoured.
- 1.4.2. Where travel advances cannot be provided through an ITC, electronic funds transfer (EFT) will be made available.
- 1.4.3. When you do not receive a travel advance or EFT and are obliged to use personal funds, the charges incurred will be reimbursed based on receipts.

### **1.5. Insurance Plans and Compensation**

- 1.5.1. In the event of illness, injury or death while traveling on business, you, or where applicable, your dependants, are entitled to benefits under the applicable collective agreement and corporate plans.
- 1.5.2. NAV CANADA also provides a Business Travel Accidental Death and Dismemberment Insurance Policy which covers all those in travel status.
- 1.5.3. Additional travel insurance benefits are also provided by NAV CANADA'S travel service provider.
- 1.5.4. Details concerning all of these benefits and insurance plans can be found on the NAV CANADA portal under Human Resources and in the various benefit booklets provided by the

company. Additional advice and assistance is available from the Pension and Benefit's department.

- 1.5.5. No reimbursement may be made for additional insurance purchased by a traveler. Insurance for travel outside Canada, such as that offered by private insurance agencies, is not claimable.

#### **1.6. Bonus Points and Other Promotions**

- 1.6.1. You are entitled to collect and use membership reward points, vouchers, free tickets, or other promotional items earned as a result of corporate travel for personal or official purposes. Costs associated with joining, maintaining or redeeming membership points are not reimbursable.
- 1.6.2. Except as provided in 1.6.1, you must not accept benefits from third parties arising from the performance of your duties. Specific guidance on the acceptance of casual benefits or advantages is contained in the NAV CANADA Code of Conduct.
- 1.6.3. The selection of air travel schedules, hotel accommodation and rental cars must not be based on membership reward programs.

#### **1.7. Compensatory Payments/Benefits**

- 1.7.1. NAV CANADA is responsible for all transportation and other costs related to corporate travel, as well as any additional accommodation or meal costs resulting from a delay. If you are 'bumped' while traveling and receive a compensatory payment from the transport provider, the payment must be returned to NAV CANADA. Any coupons, vouchers or other benefits you receive for meals or accommodation should be used; any meals and accommodation provided free of charge cannot be claimed. The appropriate explanations should be included in your expense claim or an accompanying document.

#### **1.8. Receipts**

- 1.8.1. Receipts must be attached to the expense claim form to support all travel expenditures.
- 1.8.2. The only expenses for which receipts are not required are as follows:
  - (a) meal allowances (unless otherwise specified);
  - (b) incidental allowances;
  - (c) kilometre reimbursement for the use of private vehicles; and
  - (d) private accommodations.
- 1.8.3. You must provide justification through the business expense claim form when a receipt was lost, accidentally destroyed or unobtainable.

## **1.9. Overpayments**

- 1.9.1. NAV CANADA will recover any overpayments (amounts reimbursed or paid to you) which are not in accordance with the Travel Program provisions.

## Part 2: Transportation

### COMMERCIAL TRANSPORTATION

#### 2. CRITERIA

- 2.1.1. NAV CANADA will select the mode and class of commercial transportation on the basis of cost, convenience and practicality.
- 2.1.2. Where commercial transportation is authorized and used, you will be provided with the necessary prepaid tickets.
- 2.1.3. If you have an aversion to air travel, NAV CANADA will try to schedule the work to permit travel by other means.

#### 2.2. AIR

- 2.2.1. All commercial air travel reservations will be booked through the NCTS unless otherwise authorized.
- 2.2.2. In exceptional situations where access to the NCTS is unavailable, you will be reimbursed actual and reasonable transportation costs based on receipts and use. In these cases, you will purchase tickets directly from the carrier.
- 2.2.3. The standard for air travel is economy class. When making bookings, the lowest available economy class airfares appropriate to your itinerary will be sought; consideration will be given to the most direct routing, as long as costs are not significantly increased. Significant savings on air travel can be realized if booked as far in advance as possible.
- 2.2.4. The various restrictions or benefits applicable to certain special fares must be taken into account, particularly where conditions of the special fare would require payment of additional living expenses that could increase travel costs.
- 2.2.5. Canadian carriers must be used for all or part of the transportation, unless the cost or travel time is significantly increased.
- 2.2.6. Unless pre-authorized by the responsible manager, you should not travel by air for trips of less than 300 kilometres.

- 2.2.7. Itineraries should be arranged to provide for an overnight stop after continuous travel time of nine hours, or within itineraries that would involve continuous travel time in excess of 12 hours.
- 2.2.8. Continuous travel time begins at the scheduled departure time of your first flight and ends at the earlier of:
- (a) your arrival at the destination;
  - (b) the beginning of an overnight stop; or
  - (c) the scheduled arrival time of your first inter-connecting flight(s) within the airline's minimum connecting time rules.
- 2.2.9. To alleviate fatigue caused by rapid time-zone changes or overnight travel, a suitable rest period will be arranged between the time you arrive at the destination and the time you are required to report for work.
- 2.2.10. Authorizing of business/executive class air travel takes into consideration:
- (a) when the employer requires the employee to travel on a continuous flight of seven or more hours with no stops between scheduled departure and scheduled arrival times, upgrading shall be authorized when requested by the employee (Familiarization flights and flights within North America are excluded);
  - (b) when the employer requires the employee to travel on a direct flight of seven or more hours, with one or more intermediate stops, where the employee is obliged to remain on board the same aircraft, upgrading shall be authorized when requested by the employee;
  - (c) if an employee changes planes during continuous travel of seven or more hours, thereby being provided an opportunity to walk around outside the confines of the plane, such flights shall not be upgraded unless continuous air travel exceeds 12 hours;
  - (d) when the employer requires the employee to remain in continuous air travel in excess of 12 hours from scheduled departure to scheduled arrival, then all legs of the total flight shall be upgraded;
  - (e) when the employer does not require the employee to remain in continuous air travel in excess of 12 hours from scheduled departure to scheduled arrival, and there is an opportunity for an overnight stop which the employee declines, then upgrading shall not be provided; and

- (f) there will be situations due to the configuration of the aircraft where no upgrade is possible, e.g., single-class flight. In these situations where the non-stop flight is seven or more hours, or where the continuous air travel is in excess of 12 hours, the employer is expected to upgrade those flights that do provide this possibility, as deemed practical.
- (g) For Familiarization flights and flights within North America, the minimum continuous travel time of seven hours as applied above shall instead be nine hours.

2.2.11. In addition to 2.2.10, upgraded air travel may be considered in exceptional cases, or for program-related reasons.

2.2.12. First class travel requires approval from the department's vice-president.

### **2.3. TRAIN**

- 2.3.1. Economy class will be used for rail trips of four continuous hours or less. For longer trips, a higher standard is permitted, and NAV CANADA will authorize a roomette or equivalent for overnight travel.

NAV CANADA may authorize reimbursement of business/executive class rail trips of four continuous hours or less when the total cost of economy class and the applicable meal allowance for the travel period exceeds the cost of a business/executive class rail ticket.

### **2.4. BUS**

- 2.4.1. Wherever feasible and practical, you should use inter-city, local bus, streetcar, subway, shuttle bus or airporter services.

### **2.5. TAXI**

- 2.5.1. Taxis may be authorized when their use is deemed justifiable and when other more economical alternatives (e.g. local transit, airporter, rentals, PMVs) are unavailable or impractical. Receipts are required.

### **2.6. WATERCRAFT**

- 2.6.1. Transportation by watercraft will not normally be authorized for corporate travel. In the few instances where it is authorized and overnight travel is involved, single accommodation will be provided where available.

## TRAVELER-DRIVEN VEHICLES

### 2.7. DISTANCE LIMITS

- 2.7.1. If your destination is less than 300 kilometres one way, the use of a traveler-driven vehicle (corporate, PMV or rental) will normally be authorized.
- 2.7.2. In the interests of safety, when traveler-driven vehicles are authorized, you will not normally drive more than:
  - (a) 250 kilometres after having worked eight (8) hours;
  - (b) 350 kilometres after having worked four (4) hours; or
  - (c) 500 kilometres on any day when you have not worked.

### 2.8. CORPORATE VEHICLES

- 2.8.1. When NAV CANADA considers it advisable and practical, you will be authorized to drive a corporate vehicle. You must not use corporate vehicles for personal travel, unless authorized.
- 2.8.2. Only employees may be authorized to drive a corporately-owned/leased vehicle. NAV CANADA insures its own vehicles.
- 2.8.3. Expenses incurred in driving corporate vehicles are usually charged as they occur, using a vehicle credit card. Where a vehicle credit card is not provided, you will be reimbursed necessary expenses involved in operating the vehicle, based on receipts.

### 2.9. NON-CORPORATE VEHICLES

- 2.9.1. When a corporate or commercial vehicle, or other adequate transportation is not available or practical, NAV CANADA may authorize a rental or PMV, where deemed practical and economical. Payments in excess of those normally incurred such as road, ferry, bridge, tunnel tolls and parking charges will be reimbursed based on receipts.
- 2.9.2. NAV CANADA may authorize rental vehicles where deemed practical and economical. You are required to use the services of NCTS for rental vehicle reservations. Drop-off charges will not be reimbursed unless pre-authorized.
- 2.9.3. NAV CANADA has negotiated special vehicle rental rates, which should be requested whenever renting a vehicle. Details concerning rental vehicle suppliers can be found on the NAV CANADA portal under Human Resources.

- 2.9.4. NAV CANADA will not accept claims for rental charges at rates higher than those negotiated without satisfactory justification on your travel claim.
- 2.9.5. For reasons of safety and comfort, mid-sized vehicles will be rented. Full-sized vehicles may only be authorized when: two or more passengers must be carried; the bulk or weight of goods to be transported requires a larger vehicle; or where warranted due to an extenuating circumstance.
- 2.9.6. NAV CANADA provides collision damage waiver coverage for the entire period that a vehicle is rented. Personal accident insurance (PAI) coverage premiums are not reimbursable (see 1.5).

## **2.10. PERSONAL MOTOR VEHICLES (PMVS)**

- 2.10.1. To ensure you are adequately protected, PMVs used on corporate travel must have, as a minimum, basic insurance coverage. The cost of this insurance is provided for in the kilometric rates. Any additional premium costs needed to increase PMV insurance coverage to the basic level are not reimbursable, including the lowering of deductibles. All distances driven will be accumulated and reimbursed in accordance with the appropriate kilometric rates (see 2.11).
- 2.10.2. You need to consult both your own insurance company and NAV CANADA regarding the need to purchase supplementary business insurance (SBI).

The need for SBI will be determined based on corporate travel frequency, insurance policy requirements and the requirement to carry passengers. If SBI coverage is required, NAV CANADA will pay the difference.

- 2.10.3. At the discretion of the Corporate Risk Management Group, and subject to prior authorization, you may obtain legal services in the event a civil action is taken against you by a third party – for example, as a result of an automobile accident during the performance of your duties.

## **KILOMETRIC RATES**

### **2.11. GENERAL**

- 2.11.1. The kilometric rates payable for a PMV used on corporate business are detailed in Appendix B. You must use only the safest and shortest normal route available to the travelling public and claim only for distances necessarily driven on corporate travel for the

claim period. A representative guide on appropriate distances can be obtained through Google Maps.

- 2.11.2. The rate payable when you drive a Canadian-registered vehicle on corporate business in more than one province or in the USA is the rate applicable to the province/territory of the vehicle's registration.
- 2.11.3. When you begin or end a period in travel status and are authorized to drive a PMV to and from the carrier's terminal, you will be reimbursed the employer-requested kilometric rate specified in Appendix B, up to the distance between your home (not including seasonal residences) and the terminal. This includes travelers whose workplace is the carrier's terminal. Necessary parking charges will also be reimbursed.
- 2.11.4. If you prefer to leave a PMV with your family while on corporate travel, a family member may drive you to, or pick you up from, a carrier's terminal. In these cases, all distances driven by you or the family member will be reimbursed at the employer-requested rate. The amount claimable must be based on the quickest route and each round-trip cost claimed cannot exceed the one-way taxi fare (see 2.5.1.). Where economical and practical, you should use alternate modes of public transportation.
- 2.11.5. NAV CANADA assumes no financial responsibility for PMVs other than the authorized kilometric rate and the SBI premium, where required. NAV CANADA is not responsible for reimbursing deductible amounts related to insurance coverage.

## **2.12. USE AT THE EMPLOYER'S REQUEST**

- 2.12.1. When, at NAV CANADA's request, you agree to use a PMV, you will be reimbursed the applicable rate in Appendix B for the actual distance driven on authorized corporate business.
- 2.12.2. The employer-requested rate is designed to offset ownership costs, which consist of the standing costs associated with PMV ownership such as depreciation, provincial tax, finance charges, insurance and licence fees and operating costs (see 2.12.3).
- 2.12.3. Ownership costs are developed based on \$1 million public liability and property damage, a \$50 deductible for comprehensive, and \$100 deductible for collision insurance. These rates do not include SBI premiums which are separately reimbursed on an as-required basis. You are not obliged to reduce your personal insurance deductibles to coincide with those used in the calculation of ownership costs. No reimbursement will be made if you reduce insurance deductibles to this level. Deductible levels are quoted strictly for informational purposes, to

explain how the kilometric rates are established. However, in order to use your PMV on corporate business, you are required to have \$1 million in public liability and property damage coverage.

## **2.13. USE AT THE EMPLOYEE'S REQUEST**

- 2.13.1. The employee-requested rate is designed to offset operating costs, which consist of gasoline, oil, lubrication, tires, maintenance and repairs.
- 2.13.2. When, at your request, NAV CANADA agrees to the use of a PMV despite the existence of adequate commercial or corporate transportation, you will be reimbursed the appropriate rate in Appendix B for the actual distance driven on authorized corporate business.
- 2.13.3. The total cost of meals consumed enroute, the lower kilometric rate, the incidental rate, and appropriately receipted accommodation costs must not exceed the cost of commercial/corporate transportation and other ground transportation that NAV CANADA would otherwise have authorized.
- 2.13.4. Necessary costs incurred for road, ferry, bridge and tunnel tolls, and parking charges will be reimbursed.
- 2.13.5. You will use leave, such as vacation, compensatory or leave without pay, but not sick leave, for any travel time during normal work hours that exceeds the time required to travel by commercial or corporate carrier.

## **2.14. EMPLOYEE AS A PASSENGER IN A PRIVATE VEHICLE**

- 2.14.1. When you are authorized to travel as a passenger in a PMV for which the operator is not eligible to claim a kilometric rate, you will be reimbursed the rate specified in Appendix B; however, only one passenger may submit a claim.
- 2.14.2. No additional transportation costs are reimbursable when you drive a PMV while carrying passengers. However, each employee passenger in a vehicle authorized under 2.12.1 and 2.13.1 will be entitled to claim appropriate meal reimbursement for the travel period (quickest road route) in accordance with Appendix C. In addition, with proof of payment, you are entitled to reimbursement for reasonable and justifiable expenses incurred for accommodation and transportation, provided the total reimbursement to the employee passenger does not exceed the cost of appropriate commercial or corporate transportation.

## **2.15. PRIVATE AIRCRAFT**

- 2.15.1. NAV CANADA may authorize the use of a private aircraft, owned or rented, when it is considered both economical and practical.
- 2.15.2. When authorized to use privately owned aircraft on corporate business, you must satisfy NAV CANADA that you carry adequate private insurance coverage and a valid pilot's licence.
- 2.15.3. When using private aircraft on corporate business, you will be reimbursed at the applicable rate in Appendix B for PMVs, based on direct road distances, calculated on the basis of employer-requested or employee-requested use.

## PART 3: ACCOMMODATION

### 3. REIMBURSEMENT AND STANDARDS

- 3.1.1. NAV CANADA will consider your preferences in selecting accommodation, where options exist. You will be reimbursed actual and reasonable expenses for authorized commercial accommodation

Unless program-related reasons dictate the use of specific accommodation, NAV CANADA will take your request for commercial or private accommodation into account. Where available, NAV CANADA will authorize single-room accommodation that is conveniently located and comfortably equipped.

- 3.1.2. When in travel status at military bases, NAV CANADA will not refuse your request for alternate commercial or private accommodation unless program-related or security reasons dictate otherwise.
- 3.1.3. You must select commercial accommodation from the NAV CANADA hotel directory, except under the circumstances described in 3.1.4 to 3.1.7. In order to ensure you receive the corporate rate for commercial accommodation you must identify yourself as an NAV CANADA employee.

It is your responsibility to question the rate charged when it exceeds rates listed in the Directory. In the event that you inadvertently overpay or are charged a rate above the corporate rate, NAV CANADA will intercede on your behalf as appropriate.

- 3.1.4. The hotels listed in the NAV CANADA Hotel Directory are the standard accommodation for corporate travel. Other hotels may only be used at the discretion of NAV CANADA, and reimbursed based on actual costs, in exceptional circumstances:
- (a) when hotels in the Directory are unavailable;
  - (b) when additional ground transportation costs from hotels in the Directory to the place of duty exceed the room cost differential between the hotels in the Directory and the hotel selected;
  - (c) when official conferences dictate proximity to the event;
  - (d) when no commercial accommodation is listed in the Directory for a given location; or
  - (e) to accommodate the needs of disabled employees.

- 3.1.5. Apart from the circumstances in 3.1.4, if NAV CANADA authorizes commercial accommodation not listed in the Directory at your request, a limit will be placed on the

amount reimbursed. In these cases, reimbursement will be based on the lesser of: the actual cost, to a maximum of \$50 (US \$50 in the USA) or the rate of the hotel listed in the Directory which would otherwise have been authorized. Ground transportation costs in excess of those that would have been incurred from the listed accommodation will not be reimbursed.

3.1.6. When you use commercial accommodation, all deviations from the Directory must be justified in writing and submitted with the expense claim. Pre- or post-authorization will be in accordance with 3.1.4 - 3.1.5.

3.1.7. You may forward feedback regarding hotel standards to:

NAV CANADA  
Corporate Travel & Relocation  
PO Box 3411 Stn T  
Ottawa ON K1P 5L6  
Travel@navcanada.ca

### **3.2. CANCELLATIONS AND GUARANTEED RESERVATIONS**

3.2.1. When travel plans change and the accommodation will not be needed, you must ensure that reservations are cancelled either through the NCTS or with the commercial establishment directly. You must obtain proof of cancellation (i.e., cancellation number and agent's name).

3.2.2. Where billing for a "no-show" is warranted due to negligence on your part you will be responsible for making the payment.

### **3.3. PRIVATE, NON-COMMERCIAL ACCOMMODATION**

3.3.1. Although commercial accommodation is generally used, NAV CANADA will not unreasonably refuse you permission to make arrangements for private accommodation. If you do so, you will be reimbursed \$50.00 (including ground transportation) for each night this accommodation is used in Canada or abroad (US \$50.00 in the USA).

3.3.2. Where you are occupying a second residence only because of a temporary duty situation, you are entitled to be reimbursed \$50.00 (inclusive of ground transportation) for each night the accommodation is occupied.

### **3.4. ACCOMMODATION WITHIN HEADQUARTERS AREA**

3.4.1. No reimbursement will be authorized for overnight accommodation within your headquarters area except in the following cases, and subject to prior approval:

- (a) accommodation in corporate, university or college facilities for live-in conferences, meetings, training courses and similar purposes;
- (b) accommodation in commercial facilities, in very exceptional or emergency situations that require you to remain near your place of duty for periods far in excess of normal work hours (e.g. policing activities during a crisis).

## PART 4: MEALS, INCIDENTALS AND OTHER EXPENSES

### MEALS

#### 4.1. GENERAL

- 4.1.1. Meal allowances for locations in Canada and the continental USA are specified in Appendix C. To ensure the allowances remain adequate, they will be reviewed and, if warranted, adjusted annually, effective January 1.
- 4.1.2. For each day or part day in travel status where overnight accommodation is authorized, you will be paid an allowance for each breakfast, lunch and dinner where applicable, if the meal was not provided free of charge or as part of the transportation cost. When this allowance is paid, no additional amount may be claimed for meals or associated gratuities, except as described in 4.7.3.

#### 4.2. TRAVEL STATUS OF LESS THAN ONE DAY

- 4.2.1. For travel status of less than one day (e.g. a round-trip journey made on the same day) you will be paid the appropriate allowances provided you were required to be in travel status for the applicable meal period. The meal allowance will be in accordance with the shift worked (e.g. mid-shift meal is lunch).

#### 4.3. MEALS WITHIN HEADQUARTERS AREA

- 4.3.1. Meal expenses within the headquarters area will not be reimbursed except as otherwise provided for in this program. Expenses incurred in connection with meetings or events that are of personal interest will not be reimbursed.
- 4.3.2. Unless otherwise covered by employment terms or a collective agreement, if you are required to work through/beyond normal meal hours and clearly have to spend more for a meal than you would otherwise, you may be reimbursed based on receipts within the specified limits in Appendix C. Alternatively, actual and reasonable expenses may be reimbursed if the cost of a meal is exceptionally high or low in the following circumstances:
  - (a) when you are required to attend conferences, seminars, meetings or public hearings involving weekend sessions;
  - (b) when you are required to attend formal full-day conferences, seminars, meetings or hearings where meals are an integral part of the proceedings;

- (c) when you are required to report to locations other than your normal place of duty for periods not exceeding five (5) consecutive working days and there are no lunch room/cafeteria facilities or ready access to facilities equivalent to those at your normal place of duty;
- (d) when intensive task force or committee studies are enhanced by keeping participants together for a normal meal period; or
- (e) other exceptional situations resulting from your duties, where reimbursement is clearly reasonable and justifiable.

#### **4.4. HIGH MEAL-COST SITUATIONS**

4.4.1. Where you are required to incur meal costs higher than the established meal rate, you will be reimbursed actual and reasonable expenses, based on receipts, for all meal expenses on that travel day.

#### **4.5. MEALS IN CORPORATELY PROVIDED ACCOMMODATION**

4.5.1. When visiting, or residing in, corporately provided accommodation, you will be reimbursed:

- (a) the appropriate meal allowance where meals are not provided free of charge; and
- (b) other messing and/or mess charges, where applicable, for certain "extras" that would not otherwise be provided.

4.5.2. When an ongoing meal entitlement is provided, you will not be reimbursed the meal allowance if you choose to eat elsewhere. Any deviation from the normal arrangements will require pre-authorization by NAV CANADA, based on written justification.

#### **4.6. SECOND RESIDENCE**

4.6.1. Where a traveler is occupying his/her second residence only because of a temporary duty situation, the traveler is entitled to be reimbursed the applicable meal allowances in accordance with Appendix C.

#### **4.7. MEALS PROVIDED**

4.7.1. Throughout the travel status period, deductions will be made from the daily allowance for meals provided (e.g. by transportation carrier or by NAV CANADA) or included in conference registration fees or accommodation costs. Deductions will be equivalent to the applicable meal allowance. In a situation where a hotel provides a full breakfast, an employee may choose not to consume the provided breakfast and instead choose to eat breakfast

elsewhere. In such circumstances, an employee shall be authorized a breakfast meal allowance.

4.7.2. If your religious beliefs or medical requirements prohibit or require certain foods, you can normally obtain appropriate meals from caterers and air carriers if you provide adequate advance notice.

4.7.3. A full or partial allowance will not be paid where a meal is provided (see 4.7.1). However, there are exceptional situations where you may be obliged to incur out-of-pocket expenses to supplement meals provided enroute. Reimbursement of supplementary meals, based on receipts, may be made in the following circumstances:

- (a) when a carrier’s meal is scheduled at a time far beyond a reasonable meal hour, and you are obliged to incur expenses for a light meal, you may be reimbursed for a light meal. Reimbursement must not exceed the specified allowance for lunch. This applies only to unusual situations where the timing of the meal would be generally considered unreasonable, and the interval between meals is clearly excessive and unreasonable; or
- (b) when you are required to travel via commercial carrier during a period generally considered a reasonable mealtime and the carrier provides an inappropriate meal, you may be reimbursed for actual costs which do not exceed the applicable meal allowance, based on receipts.

MEALS	From Day 1 to Day 60	From Day 61 to Day 120	From Day 121 onwards
<b>Employee with dependents residing at principal residence</b>	<ul style="list-style-type: none"> <li>• Composite Meal and Incidental Allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>	<ul style="list-style-type: none"> <li>• Composite Meal Allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>	<ul style="list-style-type: none"> <li>• 65% Dinner Allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>
<b>Employee joined by dependants at temporary work location</b>	<ul style="list-style-type: none"> <li>• Composite Meal and Incidental Allowance for employee only</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>	<ul style="list-style-type: none"> <li>• 65% Dinner Allowance for employee only</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>	<ul style="list-style-type: none"> <li>• No meal allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>

<b>Employee Without Dependents</b>	<ul style="list-style-type: none"> <li>• Composite Meal and Incidental Allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>	<ul style="list-style-type: none"> <li>• 65% Dinner Allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>	<ul style="list-style-type: none"> <li>• No Meal Allowance</li> <li>• No meals on weekend trip home (including travel days)</li> </ul>
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## INCIDENTALS

### 4.8. GENERAL

4.8.1. For each day or part day in travel status where overnight accommodation is authorized and when you use authorized sleeping accommodation, you will be paid an incidental expense allowance that covers a number of miscellaneous expenses, including gratuities, for each day or part day in travel status, as follows:

- (a) when you travel in Canada and the USA on the same day, the incidental expense allowance will be that applicable to the location where the day begins:
- (b) where a late-night flight arrives in your headquarters area after midnight, incidentals will not be paid. The following example is provided for added clarity:
  - I. If an employee in travel status uses overnight accommodation for six nights and travels home on their seventh day and IS eligible for the 7th breakfast meal allowance, they will receive seven incidental allowances.
  - II. If an employee in travel status uses overnight accommodation for six nights and travels home on their seventh day and IS NOT eligible for the 7th breakfast meal allowance, they will receive six incidental allowances.
- (c) for extended periods in travel status of more than sixty days, incidental expenses are included as part of the appropriate meal rate and are not reimbursed separately. When this allowance is paid, no additional amount may be claimed for gratuities.

4.8.2. When sleeping accommodation is not authorized (e.g. travel of less than one day), you will not receive an incidental expense allowance. In exceptional situations, actual, necessary expenses will be reimbursed, but not in excess of the incidental allowance.

## OTHER EXPENSES

### 4.9. TELEPHONE CALLS

- 4.9.1. When on travel status within Canada and the continental USA, you will be reimbursed for local and long-distance telephone calls necessarily placed due to corporate business. Telephone calls claimed must be supported by statements indicating who was called. Extra charges for calls placed through a switchboard, supported by receipts, will be reimbursed.
- 4.9.2. You may select one of two options for a given period in travel status. For each contiguous five days away from your home and headquarters area, you will be reimbursed the cost of a ten-minute, station-to-station telephone call home at reduced evening rates. Alternatively, a five-minute station-to-station call home at reduced evening rates for each three contiguous days away from your home and headquarters area will be reimbursed.
- 4.9.3. When your scheduled return home from travel status is altered for reasons beyond your control, you will be reimbursed the cost of a three-minute station-to-station call home. A receipt is not required; the change in schedule must be noted on your travel claim.
- 4.9.4. Where you are provided with corporate telephone authorization cards or use corporate network facilities to speak to family members, you cannot claim the cost of telephone calls home.

### 4.10. EXCESS LUGGAGE

- 4.10.1. The costs of transporting personal effects or corporately owned equipment at excess luggage rates will be reimbursed if NAV CANADA determines the effects/equipment are necessary.

### 4.11. BOTTLED WATER

- 4.11.1. The cost of bottled water may be reimbursed where NAV CANADA deems necessary. The actual costs of reasonable quantities will be reimbursed, based on receipts.

## PART 5: EXTENDED PERIODS IN TRAVEL STATUS

### TRAVEL HOME

#### 5. GENERAL

- 5.1.1. When travel status extends through or beyond a weekend, you are eligible for weekend travel home provisions, subject to 5.1.4.
- 5.1.2. Weekend travel home is intended to alleviate the hardship of absence from family and enable you to fulfill obligations associated with home maintenance.
- 5.1.3. Travel expenses incurred by your spouse or family member for travel to or from your travel status location are not claimable, except as provided in 7.10.4.
- 5.1.4. You are entitled to travel home either every weekend or every third weekend, and for an overseas location, every fifth weekend, subject to the following conditions:
  - (a) work schedules permit your absence; and
  - (b) NAV CANADA determines that the use of appropriate private or public transportation is practical and reasonable. This will take into account factors like weather conditions and public transportation schedules.

#### 5.2. TRAVEL HOME EVERY WEEKEND

- 5.2.1. Where overnight accommodation is authorized and when you use authorized sleeping accommodation and the employee does not return home on a nightly basis, and when the requisite criteria of section 5.1.4 are met, and you return home on a weekend, you shall be reimbursed the greater of:
  - (a) Meals, incidentals, private accommodation allowance as stated in Appendix C; or
  - (b) actual transportation costs up to an amount not exceeding the greater of:
  - (c) the cost of maintaining the employee in travel status (i.e., accommodation, meals and incidental expense allowances, telephone calls home) or the applicable amount stated in Appendix C. The applicable amount is based on a total of the daily rate for three meals, incidentals and private accommodation per day for two-, three-, and four-day weekends, limited to the actual total combination of successive days of rest and statutory holidays.

- 5.2.2. Transportation costs paid will be reduced by any costs NAV CANADA incurs at the travel location during your absence when you have the discretion to cancel hotel accommodation or car rental and neglect to do so.

### **5.3. TRAVEL HOME EVERY THIRD WEEKEND**

- 5.3.1. When the travel location in Canada or the continental USA is so far from home that weekend travel as per 5.2.1 would be impractical, you may return home every third weekend. In these cases, you will be reimbursed according to 5.7 (including full economical transportation costs), provided that:

- (a) the conditions outlined in 5.7 are met; and
- (b) you are in continuous travel status and will continue to be for a minimum of two consecutive work weeks following the weekend trip home; and
- (c) you have not returned home during the previous three weeks.

### **5.4. CHANGES TO SCHEDULE OF TRAVEL HOME EVERY THIRD WEEKEND**

- 5.4.1. You may be authorized to select the most suitable weekends to return home, depending on work schedule, as long as the total number of trips does not exceed:
- (a) one trip home for travel status of five to seven weeks;
  - (b) two trips home for travel status of eight to ten weeks; and
  - (c) three trips home for travel status of 11 to 13 weeks.

### **5.5. TRAVEL HOME EVERY FIFTH WEEKEND**

- 5.5.1. When you are in continuous travel status outside Canada and the continental USA, you may return home every fifth weekend, and be reimbursed in accordance with this section, provided that:

- (a) work schedules permit your absence;
- (b) NAV CANADA determines that the use of appropriate public or private transportation is both practical and reasonable. This will take into account factors like weather conditions and public transportation schedules;
- (c) You will continue to be in travel status for at least three consecutive work weeks following the weekend trip home; and
- (d) You have not returned home during the previous five weeks.

### **5.6. CHANGES TO SCHEDULE OF TRAVEL HOME EVERY FIFTH WEEKEND**

- 5.6.1. You may be authorized to select the most suitable weekends to return home, depending on work schedules, as long as the total number of trips home does not exceed:

- (a) one trip home for travel status of 8 to 12 weeks;
- (b) two trips home for travel status of 13 to 17 weeks; and
- (c) three trips home for travel of 18 to 22 weeks.

## **5.7. REIMBURSEMENT RESTRICTIONS**

- 5.7.1. When you qualify for the travel home provisions of 5.3.1 (third weekend) or 5.5.1 (fifth weekend) you will be reimbursed a maximum of the most economical return air fare, based on receipts, plus the necessary ground transportation to and from the carrier's terminal.
- 5.7.2. All travel by PMV will be reimbursed at the employee-requested rate.
- 5.7.3. Charges for meals and incidental expenses will not be reimbursed.

## **5.8. ALTERNATE LOCATIONS ON WEEKENDS**

- 5.8.1. Provided you are not required by NAV CANADA to remain at the duty travel location, you may choose to spend the weekend at an alternate location. In order to be eligible for reimbursement, you must: cancel charges for the duty travel accommodation (including meals provided on-site); provide a receipt for alternate commercial accommodation when used; and not return home or to the headquarters area during the weekend.
- 5.8.2. When you occupy commercial accommodation for less than 30 consecutive nights and choose to use alternate commercial accommodation, you will be reimbursed the meal and incidental expense allowance, up to the cost of corporately provided accommodation.
- 5.8.3. When you occupy private accommodation and use alternate meal and accommodation facilities, you may claim the meal, incidental and private accommodation allowances.
- 5.8.4. Transportation costs related to alternatives to weekend travel home will not be reimbursed.

## **OTHER EXTENDED PERIODS**

### **5.9. EXTENDED TRAVEL (SIXTY-ONE DAYS, UP TO ONE HUNDRED AND TWENTY DAYS)**

- 5.9.1. If your stay at one or successive locations is more than sixty days, but less than one hundred and twenty days, you will be in extended travel status and NAV CANADA will make arrangements for suitable self-contained accommodation at weekly or monthly rates. You may make the arrangements on NAV CANADA's behalf, subject to mutual written agreement. In either case, the accommodation should be provided soon after arrival and you should not occupy a hotel-type room, at higher daily rates, for more than seven days at each location. While in self-contained accommodation, you will be reimbursed the

accommodation costs and applicable daily allowance for meals and incidental expenses (Appendix C.)

- 5.9.2. When you are no longer maintaining two households, you are not entitled to allowances and will be responsible for accommodation costs at the temporary location.
- 5.9.3. When you are in self-contained accommodation and are joined by your family, or you are single, the meal and incidental expense allowance will no longer be paid. However, you will be entitled to a daily meal allowance equal to 65% of the applicable dinner allowance in Appendix C.

## **5.10. LONG-TERM TRAVEL OF MORE THAN 120 DAYS (INCLUDING TEMPORARY RELOCATION)**

(NOTE: SUBJECT TO RELOCATION PROGRAM 2.5 SPECIAL CONDITIONS FOR ALL AIR TRAFFIC CONTROL TRAINEES)

### **5.10.1. GENERAL**

- 5.10.1.1. There are situations where you may be obliged to leave your home or headquarters area for a specified period longer than 120 days.
- 5.10.1.2. To determine whether it would be more practical, economical and less disruptive to help you maintain a temporary second residence or authorize relocation, the Manager, Corporate Travel & Relocation will consider all aspects of your situation: the duration of the stay, family situation, and whether you own or rent your principal residence. For example, a single employee, or one whose dependants are not of school age, who rents accommodation may be easily relocated for a one-year period. For an employee with school-age dependants who owns accommodation, relocation may not be suitable. In all cases, the Manager will discuss the options and consider your wishes, to the extent that additional costs are not excessive.
- 5.10.1.3. When the temporary relocation of you or your family is indicated, the regular Relocation Program provisions will apply with the following conditions:
  - (a) the sale or purchase of a principal residence, and reimbursement of associated costs, will only be authorized if the temporary relocation exceeds three years. For shorter periods, employees who rent their principal residence during the temporary relocation will be reimbursed actual and necessary fees charged by property management firms for rental properties;

- (b) if you rent accommodation, costs related to the disposal and acquisition of rental accommodation will be reimbursed in accordance with 3.2 of the Relocation Program. Actual and reasonable costs related to subleases will also be reimbursed;
- (c) when it is more practical to store some or all of your household goods instead of shipping them to your temporary location, NAV CANADA will pay necessary and reasonable moving and storage charges; or
- (d) when the Manager, Corporate Travel & Relocation determines that it is clearly not practical to ship your vehicles to the temporary place of duty, you will be reimbursed storage costs for each vehicle (maximum of two) of up to \$60 per month for commercial storage, or \$30 per month for private dead storage, with proof of payment;
- (e) you are not entitled to car rental unless your PMV is in transit

## **5.11. LIVING EXPENSES**

5.11.1. Living expense assistance may be authorized when a temporary relocation is not practical because of:

- (a) the period of duty and/or
- (b) your family situation (e.g. education of dependants)

5.11.2. Where authorized, the following assistance may apply:

- (a) an allowance not exceeding \$50 per day to a maximum of \$1,000.00 per month, to cover living expenses while using private accommodation;
- (b) actual costs for accommodation, meals and incidentals while using corporately provided accommodation. For self-contained accommodation with meal preparation facilities, only utility and laundry expenses (not dry cleaning) will be reimbursed, where not provided free of charge;
- (c) living costs for authorized commercial accommodation, including rent for a furnished bachelor apartment within the approved cost range for that location;
- (d) actual costs at the temporary accommodation for parking, basic cable television and internet, telephone rental at the most economical rate, and electricity, when not included in the rental charge;
- (e) a laundry allowance of \$30 per month;

- (f) costs of subletting or lease liability; and
- (g) reasonable fees charged by a rental accommodation agency.

5.11.3. If you are separated from dependants and maintaining two households, you will also be entitled to a daily meal allowance equal to 65% of the applicable dinner allowance in Appendix C.

## **5.12. OTHER PAYMENTS**

5.12.1. In addition to 5.11.2, you will be reimbursed:

- (a) the actual costs (including insurance) of shipping a maximum of 200 kg (440 lb) of household goods, by the most reasonable and economical means;
- (b) living expenses on arrival at the new place of duty for a maximum of seven days (permitting you to find self-contained accommodation);
- (c) the cost of basic furniture rental while in commercial accommodation, provided it does not exceed the cost of unfurnished accommodation and the rental cost does not exceed that of furnished accommodation;
- (d) transportation and living expenses enroute from your place to duty to the temporary location in accordance with this program.

5.12.2. If dependants are residing in your principal residence and you are maintaining two households, you will be entitled to:

- (a) the cost of two weekly 10-minute, station-to-station long distance calls at discount rates to your principal residence;
- (b) a daily meal allowance, if using commercial accommodation, equal to 65% of the applicable dinner allowance in Appendix C;
- (c) a return trip to your principal residence in the event of emergency situations at home (e.g. illness), where deemed appropriate by the Manager, Corporate Travel & Relocation or the attending physician;
- (d) a return trip to your principal residence every third weekend, as specified in 5.3.1. No meal allowance will apply at your principal residence.

- 5.12.3. If you are single and maintaining two households, you will be entitled to a return trip to your principal residence every third weekend, as specified in 5.3.1. No meal allowance will apply at your principal residence.
- 5.12.4. If you are unaccompanied and away from the temporary headquarters area in travel status, on leave, or for travel home, and claim assistance, only non-cancellable costs will be reimbursed.
- 5.12.5. If your dependants join you at the temporary location, and you are no longer maintaining two households, the meal allowances will no longer apply.

## PART 6 OUT OF COUNTRY TRAVEL

### 6. GENERAL

- 6.1.1. This section includes only those provisions that are unique to travel outside of Canada. Actual and reasonable expenses will be reimbursed, except in the USA where Appendix C applies.

### 6.2. ACCOMMODATION

- 6.2.1. The NAV CANADA Travel Service (NCTS) will be used to select and secure accommodation.

### 6.3. TELEPHONE CALLS

- 6.3.1. For each contiguous five days away from home and the headquarters area, you will be reimbursed up to 30 minutes of station-to-station calls home, supported by receipts.
- 6.3.2. When your scheduled return from overseas travel is altered for reasons beyond your control, you will be reimbursed the cost of a five-minute station-to-station call home, supported by a receipt.

### 6.4. FOREIGN CURRENCIES

- 6.4.1. The costs of converting reasonable sums to foreign currencies and re-converting any unused balance to Canadian currency will be reimbursed based on receipts. Where receipts are not attached to your travel claim, an average of commercial currency exchange rates will apply based on a random sample of days in travel status selected by NAV CANADA. However, where you have not provided receipts and there is a recognized tourist rate of exchange, reimbursement will be based on this rate.

### 6.5. INSURANCE

- 6.5.1. As indicated in 1.5, travel insurance such as that offered by private insurance agencies is unnecessary and will not be reimbursed except as provided in 6.5.2.
- 6.5.2. If you travel outside of Canada, you will be reimbursed the cost of insurance to cover repairs to, or replacement of, lost or damaged luggage while travelling, except where coverage is provided by the carrier or NAV CANADA.

### 6.6. PASSPORTS

- 6.6.1. When you are required to travel outside of Canada, NAV CANADA will make the necessary arrangements for an official passport or visa and any required inoculations, vaccinations, X-rays and certificates of health at no expense to you.

**6.7. INCIDENTALS – OUT OF COUNTRY (EXCLUDING USA)**

6.7.1. All reasonable incidental expenses will be reimbursed.

## PART 7: HEADQUARTERS AREA AND SPECIAL TRAVEL SITUATIONS

### TRANSPORTATION COSTS

#### 7. OVERTIME

7.1.1. When overtime is authorized and you are obliged to use transportation other than regular public or corporately provided services, the use of a taxi, or PMV (at the higher kilometric rate), will be authorized from your home to the place of duty and/or return. The costs involved and necessary parking charges will be reimbursed:

- (a) for overtime contiguous to your normal work hours and at a time which precludes use of your normal mode of transportation; or
- (b) for overtime which requires you to report to work for a period not contiguous to normal work hours.
- (c) Normally the employees' principal residence will be used for calculating overtime mileage. However, if the employee will be residing somewhere other than the principal residence listed with NAV Canada when reporting for an OT shift, the employee **MUST** inform the manager when accepting the overtime shift. In cases where the distance from the alternate place of departure to the employees' place of work is greater than 250km in each direction (500km round trip), the manager may discuss mitigations with the employee to address any concerns related to the overall time of travel for a return trip involving an alternate place of departure. If the employee is driving from or returning to the alternate place of departure and mitigations have been mutually agreed and implemented, the employee will be entitled to receive the full mileage to and from the workplace and the alternate place of departure.
- (d) It is the employees' responsibility to update their address(es) in Workday. Employees who are scheduled in ESS are also reminded to advise the Shift Scheduling office so that the mileage can be calculated accurately and entered into ESS. A secondary address should be entered in Workday as an Additional Address in the Home Contact information section. In the event that an employee's address has not been updated before their overtime travel, they will not be compensated the correct mileage. Retroactive adjustments to overtime mileage will only be paid up to a maximum of ninety (90) days prior to the date the employee updates their address in Workday.

## **7.2. TRAVEL BEGINNING OR ENDING AT PLACE OF DUTY**

- 7.2.1. When a travel status period begins or ends at your place of duty, you may incur extra travel costs on the first and/or last day because the regular commuting pattern is disrupted. You will be reimbursed accordingly for reasonable and justifiable transportation costs between your home and place of duty.

## **7.3. TRAVEL BETWEEN HOME AND ANOTHER DESTINATION**

- 7.3.1. Except for situations described in Section 7.1.1 above, when you are required to travel from your home to a destination within the headquarters area other than your normal place of duty, or from a point of call to your home, transportation will be provided, or a kilometric rate paid. Reimbursement will be at the employer-requested kilometric rate for the safest and shortest normal route available to the travelling public, offset by the distance from your home to your normal place of duty and return. In other words, the kilometric rate will only be paid to cover costs associated with the portion of extra travel incurred that is greater than the distance between your home and your normal place of duty and return.

## **7.4. REIMBURSEMENT FOR INFREQUENTLY USED PRIVATE VEHICLES**

- 7.4.1. When you use a PMV at NAV CANADA's request to travel to your place of duty, or another headquarters area destination which is further from your home than the place of duty, you will be reimbursed the employer-requested kilometric rate for the quickest route (maximum of 16 kilometres each way), at the applicable rate in Appendix B, offset by your transit costs. Necessary parking charges may also be reimbursed. This applies only when a PMV is not your normal mode of travel to the place of duty. When a PMV is your normal mode of travel, 7.3.1 applies.

## **7.5. PARKING**

- 7.5.1. Parking costs are not normally reimbursed while at your place of duty. When the use of a PMV is authorized for travel from the place of duty to a point of call, or vice versa, you will be reimbursed the actual costs of parking for that day only. Where parking involves weekly or monthly charges, you will be reimbursed 1/5 of the weekly, or 1/20 of the monthly charge, based on receipts.
- 7.5.2. When you frequently use a PMV on corporate travel and must have it available at the place of duty, prior approval from NAV CANADA is required to pay parking charges for the period the vehicle will be required.

## **7.6. TRANSPORTATION TERMINAL AS A WORKPLACE**

- 7.6.1. If your place of duty is a transportation terminal (e.g., airport or marine base), authorized taxi costs between home and terminal, at the beginning and end of travel status, will be reimbursed to a maximum of the costs applicable to the distance between the terminal and

the furthest point on a circle with a radius of 16 kilometres, centered on your department's headquarters in the community served by the terminal (see also 2.5.1.). In the absence of a headquarters, the circle's centre will be the community's principal federal government building.

- 7.6.2. When an airport is your place of duty while in travel status, actual transportation costs between the airport terminal and authorized accommodation cannot exceed the official airporter fare, provided the accommodation is on the airporter route. Additional taxi costs from the terminal to other airport buildings may be authorized as appropriate (see also 3.1.4(b)).

## CHILD CARE ASSISTANCE

### 7.7. GENERAL

- 7.7.1. If you are required to be away overnight on corporate travel and have sole responsibility for resident dependants under the age of 16, you may receive assistance for each night's absence for child care expenses in excess of those incurred during the workday. For purposes of this section, "sole responsibility" refers to a situation where no other individual 16 years or older permanently resides with you, or where an individual 16 or over cannot provide child care due to a substantiated physical or mental disability. The terms of assistance are as follows:

- (a) an allowance of \$20 for each night dependants are cared for by a friend or relative not normally residing with you;
- (b) \$25 per night for nannies/housekeepers who normally reside with you;
- (c) up to \$65 per night for other individuals who provide child care as a regular source of income and who do not reside with you;
- (d) up to \$80 per night when dependants are cared for by a bonded sitter from a child care services agency which is taxed as a company.

Receipts for payment of sitters in (b) and (c) must include the cost, dates of employment, the sitter's name, and phone number. Reimbursement for services described in (d) will be based on an invoice showing the cost, dates of employment, company name and phone number, and sitter's name.

## OTHER EXPENSES

### 7.8. PHYSICALLY DISABLED TRAVELERS

- 7.8.1. If a physical disability requires you to pay for special assistance in travel (e.g., taxi driver or porter), the costs will be reimbursed as additional incidental expenses, provided they are reasonable and necessary. Receipts, where obtainable, should be provided.

### 7.9. OTHER BUSINESS-RELATED EXPENSES

- 7.9.1. NAV CANADA may authorize reimbursement of business expenses while you are in travel status.

### 7.10. ILLNESS WHILE IN TRAVEL STATUS

- 7.10.1. Payment for suitable transportation (e.g. ambulance or taxi) will be authorized where NAV CANADA or the attending physician determines that an illness or injury on duty or in travel status requires transportation to a treatment facility, to the travel status accommodation, or home.
- 7.10.2. Necessary expenses incurred as a result of illness or accident while in travel status will be reimbursed provided NAV CANADA is satisfied they were additional to those which might have been incurred if you were not away from home, and were not otherwise payable under an insurance policy, the applicable Worker's Compensation, or other authority.
- 7.10.3. If you become ill or are injured while in a foreign country, NAV CANADA will provide a justifiable, accountable advance, where practical, when there are sizeable medical expenses involved. Advances would be repaid under your private insurance plans, the applicable Worker's Compensation, or other authority.
- 7.10.4. When, in the opinion of the attending physician, your illness or injury while in travel status warrants the presence of next-of-kin or a family representative, actual and reasonable travel expenses may be reimbursed as they would for an employee under this program, subject to NAV CANADA's approval.
- 7.10.5. While in travel status in Canada or the continental USA, you may be authorized to return to the headquarters area due to personal illness or accident, or a family emergency (e.g., serious illness) when deemed necessary by a physician.
- 7.10.6. A trip home under this section will be taken into account when establishing your eligibility for weekend travel home.

7.10.7. When a trip home for reasons specified in this section is not warranted, actual and reasonable expenses incurred for long-distance telephone calls home (e.g., one five-minute, station-to-station call per day) may be reimbursed.

#### **7.11. DEATH WHILE IN TRAVEL STATUS**

7.11.1. If you die while in travel status, NAV CANADA will authorize payment of necessary expenses additional to those which might have been incurred for a death in the headquarters area. The expenses payable include:

- (a) an ambulance, hearse, embalming, outside crate (not the cost of a coffin) at the place of death, as well as any other services or items required by local health laws or cultural requirements; and
- (b) transportation of remains to the headquarters area or, if desired by survivors, to another location, up to the cost of transportation to the headquarters area. Costs for an escort over and above those included in transporting the remains are payable only when required by law.

7.11.2. Reimbursement of costs under 7.11.1 will be reduced by any amount payable under the applicable Worker's Compensation, or other authority.

When the remains are not transported, travel expenses for next-of-kin or a family representative to the place of burial may be reimbursed as they would for an employee under this program, subject to NAV CANADA's approval.

## APPENDIX A

In recognition of the fact that members of IBEW frequently spend extended periods of time in training at the NAV CENTRE, they will be entitled to claim \$10.00 per day for each day that they receive training at the NAV CENTRE. This allowance can be claimed for each day the employee receives training at the NAV CENTRE, including weekends when the employee remains at the NAV CENTRE. Should the employee check-out of the NAV CENTRE and return home, or stay at an alternate location, the allowance cannot be claimed. Nor can the allowance be claimed for days of travel.

## APPENDIX B

### Travel Program – Mileage Rates effective February 3, 2026

Region	First 5,000 kms	> 5,000 kms
Provinces	73	67
NT, YT, NU	77	71

\*Mileage rates are expressed in terms of cents per kilometre.

The NCJC agreed to adopt the CRA kilometric rates commencing in 2025.

The limit on the deduction of tax-exempt allowances paid by employers to employees who use their personal vehicle for business purposes in the provinces will be 73 cents per kilometre for the first 5,000 kilometres and 67 cents for each additional kilometre.

For the territories, the limit will be 77 cents per kilometre for the first 5,000 kilometres, and 71 cents for each additional kilometre.

## APPENDIX C

### Travel Allowances effective January 1, 2026

Allowance	Daily Rate
<i>Composite meal &amp; incidental allowances</i>	
Commercial	\$138.96 (\$158.16)
<i>Meal Allowance</i>	
Breakfast	\$34.07 (\$39.18)
Lunch	\$34.11 (\$39.23)
Dinner	\$59.78 (\$68.75)
<i>Incidental Expense Allowance</i>	
Commercial	\$11.00 (\$11.00)
<i>Extended Period in Travel Status Allowance</i>	
Composite	\$127.96 (\$147.16)
<i>Weekend Travel Home Transportation Allowance</i>	
Two-day Weekend	\$377.92 (\$416.32)
Three-day Weekend	\$566.88 (\$624.48)
Four-day Weekend	\$755.84 (\$832.64)
<i>Accommodation Allowance</i>	
Private/Corp/Institutional	\$50.00 (\$50.00)

The travel allowances are for travel in Canada\* (rates in parentheses apply to NT, YT, NU and Nunavik only). With the introduction of the Nunavik Region as part of the northern areas, a new Per Diem expense item has been created: Per Diem – Nunavik Region.

\*Travel in the USA is at the same rates as those given above, but payable in U.S. funds. For travel in the USA the rates in parentheses apply to Alaska only.