



TREASURY BOARD DIRECTIVE

- TO ALL:** MINISTERS
DEPUTY MINISTERS
EXECUTIVE FINANCIAL OFFICERS
SENIOR FINANCIAL OFFICERS
- DIRECTIVE:** 2/95
- SUBJECT:** Most economical air fare
- AUTHORITY:** This directive is issued pursuant to sections 4 and 24 of the Financial Administration Act.
- APPLICATION:** This directive applies to all those who travel by air on government business and at government expense.
- GUIDELINES:** Treasury Board policy requires all those who travel by air on government business and at government expense to obtain the most economical air fare; however, this restriction may be waived in exceptional circumstances with the prior approval of the minister or deputy minister.

For greater certainty in applying this policy, the following guidelines shall now apply:

1. In determining the most economical air fare, all factors should be taken into account including the cost of making travel arrangements and the effective use of the traveller's time; and
2. Exceptional circumstances that might justify the waiving of the requirement for the most economical air fare occur only when the total one-way in-flight travel time exceeds five hours and the purpose of the travel is to represent the government at a business meeting. Travel related to simple attendance at a conference or training seminar is not eligible for upgrade.

**EFFECTIVE
DATE:**

January 23, 1995

Elizabeth Cull
Chair