

## APPENDIX 1 - Travel Allowances

Note: This Appendix provides key reimbursement amounts. Further information is available at the website of the Ministry of Labour and Citizens' Services regarding [Employee Travel](#).

### 1. Meal/Per Diem Allowances

- (1) Meal/per diem reimbursement when traveling on the Employer's business will be in accordance with Treasury Board Orders and Directives at the following rates:

Effective April 1, 2016									
Employee Group	Full Day \$	Half Day \$	Breakfast Only \$	Lunch Only \$	Dinner Only \$	B&L Only \$	L&D Only \$	B&D Only \$	Incidental Only \$
I	49.05	N/A	12.00	13.80	23.25	25.80	37.05	35.25	N/A
II	49.00	N/A	22.00	22.00	28.50	30.00	36.50	36.50	14.00
III	51.50	25.75	22.75	22.75	30.50	33.25	41.00	41.00	12.25

- (2) Unless otherwise provided for in this appendix, the reimbursement rates for Groups II and III cover meal and other out-of-pocket travel expenses.
- (3) Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
- (4) Where a meal is provided without charge or is paid for from public funds, no claim for that meal can be made.
- (5) The meal/per diem allowances cover expenses arising from absences away from headquarters or geographic location over a meal period(s).
- (6) Meal expenses incurred within headquarters or geographic location due to job responsibilities, will be reimbursed as follows:

Group I and Group II	Group III
at the meal rate(s) specified in 1(1) for Group I, above	for all actual meal expenses incurred

### 2. Private Vehicle Allowance

- (1) Where a private vehicle is used on the Employer's business, reimbursement shall be:  
Effective April 1, 2016      \$0.53 per km
- (2) The distance allowance does not apply when using leased, rental or government vehicles.
- (3) Actual transportation toll charges may also be claimed.

### 3. Acceptable Parking Charges

When a private, Government, or leased/rental vehicle is used for the Employer's business, receipted parking charges will be reimbursed.

### 4. Vehicle Damage Reimbursement

- (1) Where an employee/appointee's private vehicle is damaged while in use on the Employer's business as specified above, the Employer shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$600 per occurrence, for:

- a) damage caused to the vehicle by wards or clients of the Province; and/or
  - b) damage caused to the vehicle by vandalism that results from employment; and/or
  - c) damage as a result of an accident while on the Employer's business.
- (2) This section will not apply where a court holds that the employee/appointee or driver of the vehicle is guilty of willful, wanton or gross negligence.
- (3) This section does not apply to the Professional Employees' Association (PEA) (see PEA Collective Agreement for specific entitlement) or to Nurses.

**5. Commercial Transportation Charges**

- (1) Where transportation other than a private vehicle is required, reimbursement will be in accordance with Treasury Board Orders and Directives.
- (2) Where transportation by commercial carrier(s) has been designated as the mode of travel by the Employer and the employee/appointee requests to use his/her private motor vehicle instead and the Employer allows such use, reimbursement will be based on the lesser of the distance allowance for his/her private motor vehicle plus transportation toll charges, if any, for the trip or the designated commercial carrier(s) cost for the trip. No meal, accommodation, travel time or any other expense(s) will be reimbursed beyond the transportation costs that would have occurred had the employee/appointee taken the designated commercial transportation.
- (3) Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

**6. Accommodation Charges**

- (1) Reimbursement of accommodation expenses will be in accordance with Treasury Board Orders and Directives.
- (2) Where private lodging is used in lieu of commercial accommodation, reimbursement of \$30.75 maximum per day may be claimed.

**7. Miscellaneous Out-of-Pocket Expenses**

Reimbursement will be made for the following out-of-pocket expenses incurred while on travel status:

	<b>Group I</b>	<b>Group II &amp; Group III</b>
1) Telephone Calls	Where overnight accommodation is required, upon production of receipts, one five minute telephone call to the employee's home in British Columbia may be claimed for each night away.	Included in per diem
2) Porterage	\$0.50 maximum upon arrival at commercial accommodation and \$0.50 maximum upon departure.	Included in per diem
3) Dry Cleaning/ Laundry	Dry cleaning/laundry services may be claimed every seven consecutive days away from headquarters or geographic location.	Included in per diem

## 8. Meal/Per Diem Expenses When Traveling to the United States

- (1) For travel to and from the United States, the meal and per diem rates specified in section 1(1) will be in U.S. currency. Deduction(s) for partial day travel or for meals provided at public expense will be in accordance with section 1(3) and 1(4).

## 9. Meal/Per Diem Expenses When Traveling to Foreign Locations

- (1.) For travel to and from all other foreign locations, the meal rates (for Group I) and total per diem rates (for Group II and Group III) shall be calculated as follows from the **"Meal Total"** rates published by the federal Foreign Affairs and International Trade's monthly Schedules to Foreign Service Directives and Meal Rates, which can be located at: [http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/menu-travel-voyage\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage_e.asp) (Appendix D). See Subsection 2, following the table below, for rates for partial days, or for situations where one or more meals are provided at public expense.

	<b>Group I meals</b>	<b>Group II (per diem)</b>	<b>Group III (per diem)</b>
Full day meal rate	100% of the federal "meal total" rate		
Per diem rate	N/A (See Section 7 above – Out of Pocket Expenses)	120% of the "meal total" rate	130% of the "meal total" rate

- (2) Where foreign travel is for a partial day and/or meals are provided at public expense, the individual meal rates as published in the Foreign Service directive are to be deducted for those meal(s) not required. When the individual meal rates are not published, the following percentages of the full day "meal total" rates (rounded to the nearest dollar) are to be deducted from the full day/per diem rate calculated in subsection (2) above.

	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
Breakfast	25%	20%	20%
Lunch	25%	20%	20%
Dinner	50%	35%	35%

## 10. Other Foreign Travel Expenses

- (1) All other foreign travel expenses, including foreign currency exchange, will be reimbursed in accordance with Treasury Board Orders and Directives.
- (2) Reimbursement may also be claimed for reasonable expenses incurred which relate directly to foreign travel:
- car rental insurance;
  - Visa(s) and passport(s);
  - inoculation(s);
  - travelers' cheques;
  - bottled water;
  - preventive medication, i.e. malaria tablets, etc.;
  - premiums for additional medical insurance to provide coverage equivalent to that available under the Medical Services Plan in B.C.;
  - additional dry cleaning/laundry costs;
  - additional baggage insurance;
  - reasonable travel gratuities;
  - similar directly related travel costs.

## **11. Local Travel Expenses at Foreign Locations**

- (1) This section applies to the employees/appointees who are posted from B.C. to a foreign office or who are hired locally at a foreign office and whose job responsibilities require them to travel away from their foreign office on the Employer's business.
- (2) Meal/per diem allowances will be reimbursed in accordance with section 8 and are subject to deduction for meals not required as per section 8.
- (3) Where a private vehicle is used in accordance with Treasury Board Orders and Directives, reimbursement will be at the distance rate specified by External Affairs Canada for that location.
- (4) Parking and transportation toll charges will be reimbursed.
- (5) Where commercial transportation is required, the actual travel costs will be reimbursed in accordance with Treasury Board Orders and Directives.
- (6) Actual commercial accommodation costs will be reimbursed up to the maximum amount established by External Affairs Canada for that location.
- (7) Private accommodation will be reimbursed at 25% of the maximum accommodation level established by External Affairs Canada for that location.
- (8) Actual reasonable miscellaneous expenses such as dry cleaning, personal telephone calls home, etc. will be reimbursed for Group I employees/appointees.

## **12. Meal Allowances for Dependents on Relocation**

Where a Group I, II or III employee/appointee incurs meal expense(s) for his/her spouse and or dependent(s) during relocation, the expense(s) will be reimbursed as follows:

- (1) Dependents 12 years of age and under may claim one-half of the Group I meal allowances;
- (2) Spouse and dependents over 12 years of age may claim the full Group I meal allowances.

## **13. Extraordinary Loss**

Where an employee/appointee on the Employer's business incurs a loss of or damage to personal property which is pertinent to the performance of his/her duties, that is not otherwise covered by government policy or insurance, the Employer may reimburse the lesser of the loss, or the repair or the deductible portion of the employee/appointee's insurance policy, up to a maximum of \$500.