

Dear Colleagues,

Please share this information with all managers and travellers within your respective branch.

On July 1st, 2017 the National Joint Council (NJC) implemented an update to the [Travel Directive](#) and provided [Highlights of the Changes](#) and a [Frequently Asked Questions](#) document. We strongly encourage FAA Section 34 managers and ESDC travellers to review all three documents.

As it is the traveller's responsibility to know their rights and restrictions before travelling on government business, we have highlighted the more significant changes below. Please note this summary is not an all-inclusive listing of the changes.

1. Where potable water is available, bottled water shall no longer be reimbursed. Reasonable amounts of bottled water should only be reimbursed (based on receipts) where potable water is not readily available. Bottled water will no longer be reimbursed when part of a meal.

2. Reductions beyond 120 days in travel status.

For travellers on extended travel status, there are new reduced rates which apply as of the 121st day of travel reducing meals to 50% of regular rate. The same 50% reduction also applies to the private residence allowance at the 121st day.

If the traveller has been in extended travel status more than 120 days on July 1st, 2017 the reduction of allowance is effective July 1st, 2017.

3. Changes to Hotel or Employer Provided Meals.

The new directive removes the wording "in exceptional situations" while putting greater emphasis on the need to supply a receipt. When a traveller is unable to eat a supplied meal (i.e. hotel continental breakfast) and is required to purchase a substitute meal, the traveller will be reimbursed via receipt up to the maximum meal allowance when a justification is included in the expense claim.

4. Clarification has been provided for claiming the dependent care allowance. Caregivers are defined and clearer conditions for reimbursement have been identified.

In addition, the [Accommodation and Car Rental Directory](#) has recently changed making it necessary for travellers to check the City Rate Limits prior to booking hotels. If the accommodation chosen is higher than the city rate limit, the traveller must provide an approved rationale with their expense claim.

As a reminder the following principles are to be respected when travelling on government business:

- It is the traveller's responsibility to request and receive authorization to travel before making travel arrangements; it is also the traveller's responsibility to request reimbursement for travel in a timely manner.
- It is the manager's responsibility to ensure travel has occurred and that all receipts are included in the travel expense claim prior to approving; and to ensure any required declarations or rationales are included with the expense claim.

Should you have any questions, please do not hesitate to contact Jeff Hnatiw at (204) 259-8453, the [Gateway for Travel Support](#) or call our Travel & Payable Helpline at 1-855-684-7827 (option #3).

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