

Travel Process (Excerpt from NPP Travel Directive)

5.1 Travel Process

5.1.1 Approving Authority provides authority in writing to the individual to travel.

5.1.2 In rare circumstances where a travel advance is required, the appropriate approving authority authorizes the advance and submits to the local NPP accounting office for payment.

5.1.3 Using the TravelXpert software, travel request is sent to the CFMWS Travel Services providing the following information:

- (a) transportation requirements to cover mode of travel (air, rail, PMC), travel dates, preferred travel times;
- (b) accommodation requirements for each night/location in DND or commercial facilities;
- (c) car rental, including any special requirements for each location;
- (d) the applicable general ledger account; and
- (e) a copy of the approval authority at section 5.1.1.

5.1.4 CFMWS Travel Services arranges bookings as requested.

5.1.5 CFMWS Travel Services confirms suitability of travel with traveller and/or approving authority.

5.1.6 CFMWS Travel Services provides traveller with detail documentation related to travel.

5.1.7 If there are any changes to be made prior to departure of travel, inform CFMWS Travel Services immediately.

5.1.8 Traveller goes on trip.

5.1.9 If during the travel period, the traveller must amend travel requirements (eg change flights or lodgings) during regular business hours 0800 hr to 1600 hr EST, then request CFMWS Travel Services to amend changes. If changes are required after regular business hours, then the traveller must call AMEX to amend travel. (Please note, AMEX after hours services are for emergency only.) Changes can be made by CFMWS Travel Services (business hours) or AMEX (after hours) up to two hours prior to departure time. Within two hours, changes must be made directly with the airline. Not all hotel arrangements are made with AMEX. If after hours, please call the hotel directly in order not to be charged a no show fee. If the traveller leaves the hotel accommodations prior to the original date of departure, ensure to check out. Car

rentals are not always made with AMEX, please contact the car rental directly if changes/cancellations need to be made after hours. Upon return, traveller will inform CFMWS Travel Services of any changes made by the traveller.

5.1.10 Upon return to work traveller completes TravelXpert travel claim (see 5.2.11 for more details).

5.1.11 If a travel advance was issued, it will be recovered from the travellers pay 21 days from the date of return of the NPP business travel if the travel expense claim has not been submitted for approval and payment.

5.1.12 Approving authority approves travel claim and TravelXpert claim is sent to the local NPP accounting office for payment (see 5.2.12 to 5.2.14 for more details).

5.1.13 Traveller to receive electronic payment based on approved TravelXpert claim.