

## **Traveller Checklist (Excerpt from NPP Travel Directive)**

5.2.1 Employee is informed of requirement to travel.

5.2.2 If first time travelling, request AMEX Designated Travel Card from DGPFS Administrative Services Supervisor.

5.2.3 Inform DGPFS Travel Services of dates of travel, mode of transportation, requirement for accommodations, and car rental.

5.2.4 DGPFS Travel Services will initiate request based on employees requirements and provide proposed itinerary to employee via TravelXpert software.

5.2.5 Employee to have supervisor/manager approve TravelXpert travel request. Approval authority is based on Chief of Defence Staff Delegation of Authorities for Financial Administration of Non-Public Property and is attached as Appendix E. Note that to assist in administering their NPP responsibilities, Base, Wing and Small Unit Commanders may delegate their authority in writing, with an information copy to CFO.

5.2.6 Where the use of a rental vehicle is less costly than Private Motor Vehicle (PMC), the rental vehicle is to be used or the employee will be required to sign a waiver limiting expenses to the rental vehicle equivalent. See Appendix F for sample waiver.

5.2.7 Inform DGPFS Travel Services Supervisor to finalize travel request including book mode of transportation, request car rental as required, and book lodgings as required based on approved TravelXpert travel request.

5.2.8 If there are any changes to be made prior to departure of travel duty, inform DGPFS Travel Services Supervisor immediately

5.2.9 Travel as per itinerary and utilize AMEX Designated Travel Card for travel expenditures.

5.2.10 If during the travel period, the employee must amend travel requirements (ie change flights or lodgings), then if during regular business hours 0800 hr to 1600 hr EST, then request DGPFS Travel Services Supervisor to amend changes. For any changes to be made on Tango Plus flights on the date of travel, the traveller must amend in person at the airport. If changes are required after regular business hours, then employee must go directly to AMEX to amend travel flight times. If employee leaves the hotel accommodations prior to the original date of departure, ensure to check out. Upon return, traveller will inform DGPFS Travel Services of any changes made by the traveller.

5.2.11 Upon return to work, complete TravelXpert travel claim on a timely basis. As per NPP Travel Directive:

(a) a meal allowance shall not be paid to a traveller with respect to a meal that is provided free of charge;

(b) the determining factor in renting a vehicle is economic. If a rental vehicle is less expensive than Private Motor Vehicle (PMC) mileage costs or the total of estimated taxi expenses, a rental vehicle must be used. If however, a PMC is used instead, the individual will only be reimbursed up to the cost of a rental vehicle (eg vehicle rental, taxes, gas); and

(c) if a travel advance is required, it will be recovered from the individuals 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.

5.2.12 Send completed TravelXpert travel claim to supervisor/manager for approval as per Delegation of Authority. Travel claim is to include a copy of the pre-travel document (5.25).

5.2.13 Once approved by supervisor/manager forward approved TravelXpert travel claim (paper copy) to local NPF Accounting Office for payment.

5.2.14 Employee to receive electronic payment based on approved TravelXpert Travel claim.

5.2.15 Upon receipt of AMEX invoice, review invoice and remit payment promptly.

5.2.16 Sample travel waiver for private motor vehicle use rather than rental vehicle is as shown at Appendix F