

## **Guidelines for In Provincial Travel Allowance**

As a result of new Treasury Board Policy 17.02

Effective October 19, 2016

1. **Policy Change:** The following language was approved by Treasury Board (TB) and recorded in Minute #307/16 dated October 19, 2016:

17.02 (2)(i) An employee who is required to use his/her vehicle to travel directly from his/her domicile to an alternate workplace shall be reimbursed for that portion of the travel which is greater than the travel to the primary workplace.

(j) On the return trip, the employee may claim that portion of the travel which is greater than the travel from the primary workplace to his/her domicile.

(k) If employees are required to use their vehicle to travel to an alternate workplace, which is closer than their primary workplace, and experiences economic disadvantage resulting from the change, the employee shall be reimbursed for travel in accordance with Section 17.02(2)(i) upon submission of proof of the economic disadvantage.

2. **Calculations Principles:** With respect to the changes in TB policy 17.02, employees and managers should be aware there are three basic considerations related to calculating compensable travel:
  - a) Travel to and from an employee's domicile to their primary location of work is the employee's responsibility and is not compensable.
  - b) In-province travel in the course of employment is compensable pursuant to TB policy 17.02.
  - c) TB policy 17.02 provides for compensation when employees are required to travel to an alternative workplace that is greater than that which an employee would normally incur in traveling from his/her domicile to his/her primary workplace. Compensation is only provided on the portion of travel to the alternative workplace that is greater than travel to his/her primary workplace.
3. **Collective Agreement Implications:** Only UPSE's current collective agreement has clearly outlined in province travel language that is contrary to TB policy 17.02. Employees who are UPSE members will not be subject to the provisions related to alternative workplace in TB policy 17.02. Travel calculations for these employees should be unchanged from their previous calculation method.

For all other union and non-union groups (salaried physicians, excluded / contracted employees), TB 17.02 would apply unless there is specific collective agreement language outline to address travel reimbursement. It is important that employees and managers read and understand collective agreement language as there are certain exceptions in specific articles (example: call back article in CUPE)

### Example of In-Provincial Travel Calculations as per TB 17.02

For these scenarios, assume Employee A lives in Kensington. His primary workplace is Summerside, 15 km from his home; his alternate workplace is Charlottetown, 47 km from his home. There are 62 km between the two workplaces.

Situation	Guide for reimbursement
Travel to and from Primary Workplace	<p>If an employee is travelling directly from his/her domicile to his/her primary workplace; the employee would not be compensated for travel. An employee is not paid to travel to work.</p> <p>Total = 0</p>
Alternative Workplace directly from Domicile	<p>If an employee is requested to travel to an alternative workplace, then the employee may be compensated for distance travelled that is greater than travelling to his/her primary work place.</p> <p>Example: Residence (Kensington), to Alternate work place (Charlottetown), compensable, 32km (47 km (to Ch'town)– 15 km), Alternative work place to Domicile, compensable (47km – 15 km). Summerside is Primary workplace 15 km from Domicile.</p> <p>Total = 32 km + 32 km = 64 km</p>
** Alternative workplace to Primary workplace	<p>If an employee is required to report to an alternate workplace for the beginning of the day, then throughout the day they are required to report to their primary work place, the employee would be compensated for the additional travel incurred going to the alternative work place and compensated for the full distance traveled between the alternative workplace and the primary work place.</p> <p>Example: Domicile (Kensington) to Alternate work place (Charlottetown), compensable 32 km (47 km – 15 km), Alternate workplace (Charlottetown) to Primary work place (Summerside), compensable 62 km (constitutes travel on the employer's business), Primary workplace (Summerside) to Domicile (Kensington) 15 km, no compensation.</p> <p>Total: 32 km + 62 km = 94 Km</p>
Primary workplace to Alternative workplace	<p>If an employee starts their day at their Primary workplace and is then required to report to an alternative workplace, the employee would receive no compensation to travel to their primary work place however would be entitled to be fully compensated to travel between the primary work place and the alternate workplace. In returning home from the alternate workplace, the employee gets paid for the additional travel they incur.</p> <p>Example: Domicile (Kensington) to Primary workplace (Summerside), no compensation, Primary workplace to alternate workplace (Charlottetown) full compensation, 62 km, Alternate workplace to domicile partial compensation, 32 km (47 km – 15 km)</p>