

## **Policy and Procedure - Travel Coordination** **Director Military Family Services (DMFS) Funded Events**

### Application:

C/MFRCs who receive funding under the MFSP Project Fund or MFSP Professional Development Fund must adhere to this policy.

### Date of Policy Implementation:

This policy was adopted by DMFS in July of 2007. It will be applied as documented, until amended or replaced upon approval of DMFS.

### Related Annexes and Documentation:

- Appendix A: Required information for Air Travel Request
- Appendix B: Travel Claim Form
- Treasury Board Travel Directive:  
[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)

### Budgeting for Travel costs:

Historical data indicates that the average cost for air travel to events with a national/international focus is approximately \$700.00 per delegate. The submitted budget must identify the amount for air travel separately from other travel costs such as accommodation and per diem expense. The historical average cost per delegate for travel, accommodation, and per diem expenses for a three day conference has been \$1,500.00 per delegate.

DMFS will use this estimate when reviewing requests for funding.

### Coordination of Travel:

C/MFRCs must appoint an event travel coordinator who will be the point of contact for all travel queries and the coordinator for all travel activities. Air travel may be coordinated locally by the C/MFRC or with the assistance of the CFPSA travel staff. In the event that the air travel is coordinated locally, the budgeted amount will be downloaded to the Centre, otherwise it will be retained by DMFS. The request for funding must indicate which method will be used.

### Procedure if CFPSA coordinates Air Travel:

- C/MFRC event travel coordinator must collect all necessary delegate information and forward to the identified CFPSA contact using form found at Appendix A below no later than 30 days prior to the event.
- CFPSA travel coordinator will book all required flights and send electronic tickets directly to delegates.
- All flights will be booked in accordance with Treasury Board Travel Directive.
- Any changes to bookings will be at the expense of the delegate.

ANNEX F  
5390-2 (DMFS/CFPSA)

Procedure if C/MFRC coordinates Air Travel:

- Host C/MFRC event travel coordinator will ensure that flights and local travel are coordinated in accordance with Treasury Board Travel Directive.
- DMFS will download approved travel funds directly to the host C/MFRC.

Coordination of Accommodation/ Per Diem and other approved travel related expenses:

- DMFS will download approved accommodation/per diem and other travel related funds directly to the host C/MFRC
- Host C/MFRC will determine process for coordination and payment of accommodation expenses
- Host C/MFRC will determine process and payment of approved per diems and other related travel expenses.
- Host C/MFRC event travel coordinator will ensure that local travel, accommodation, meals, per diem and any other approved expenditures are paid to the claimant in accordance with the Treasury Board Travel Directive.
- The claim form at Annex B may be used or the host C/MFRC may design their own process and form for delegates to request reimbursement of approved expenses.

## Air Travel Request - Required Information for CFPSA

### Bookings:

If booking more than one delegate per MFRC please use just one form so that flights can be coordinated. To select your options double click on preferred check box and select the 'checked' option.

<b>Name/Surname:</b> (including any middle names or initials listed) as on the photo ID that will be presented at airport check in:	<input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="text"/>	<input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="text"/>
(MS cannot be used by civilians for DND travel to avoid confusion with "Master Seaman" Military Rank as per DND policy)		
<b>Home phone number of traveler(s)</b> including area code (As required by the airline):	Area Code      Number <input type="text"/> <input type="text"/>	Area Code      Number <input type="text"/> <input type="text"/>
<b>Work number of traveler(s)</b> including area code:	<input type="text"/>	<input type="text"/>
<b>Email and fax number:</b> including area code. TO SEND THE ETICKET BOTH ARE REQUIRED IN CASE SERVERS ARE DOWN:	Email: <input type="text"/> Area Code:      Fax #: <input type="text"/> <input type="text"/>	Email: <input type="text"/> Area Code:      Fax #: <input type="text"/> <input type="text"/>
<b>Departure flight from and to:</b>	From: <input type="text"/> To: <input type="text"/>	From: <input type="text"/> To: <input type="text"/>
<b>Seating Preference:</b>	<input type="checkbox"/> Aisle <input type="checkbox"/> Middle <input type="checkbox"/> Window	<input type="checkbox"/> Aisle <input type="checkbox"/> Middle <input type="checkbox"/> Window
<b>Travel dates for flights:</b> (Departure and return) and any preferences for departure or return time. Flights will be booked accordingly – please be specific as possible and allow 90 minutes check in time at the airport.	Preferred Departure date and time: <input type="text"/>  Preferred Return date and time: <input type="text"/>	Preferred Departure date and time: <input type="text"/>  Preferred Return date and time: <input type="text"/>
<b>NOTE:</b> Specific timings with an airline <b>may be requested above</b> (Please include flight times & flight numbers—We will suggest/offer alternate timings if there are any cost savings)		