

Guidelines on Travel Expenses

Court Challenges Program

The objective of the Court Challenges Programme (the “CCP”) is to provide financial support to Canadians to bring test cases of national significance before the courts that aim to clarify and assert certain constitutional and quasi-constitutional official language rights and human rights.

The University of Ottawa is the independent organization that was selected by the government of Canada to be responsible for implementing and managing the new CCP.

The Treasury Board Travel Directive, issued by the Treasury Board of Canada Secretariat, applies to travel expenses of funding beneficiaries and expert panel members.

IMPORTANT: Note that the expenditure of public funds must be economical and reasonable. **The CCP reserves the right to refuse to reimburse any expense that does not meet the criteria applicable to expenditure of public funds.**

The applicable rates are determined based on the beneficiary or member’s province of residence and the travelling date.

Meal allowances

Meal allowances vary from time to time and from province to province. Allowances are set by regulations and can be found on the National Joint Council website on the following page:

- [Appendix C – Allowances – Modules 1, 2 et 3](#)

The rates for previous periods are accessible on the web page by clicking on the red button “Versions of this Page”.

Any expenditure in excess of maximum allowances must be borne by the individual.

Incidental expenses

The incidental allowance is applicable only for full days of travel.

The incidental allowance covers such items as laundry, dry cleaning, gratuities, a daily newspaper, and luggage depreciation over the duration of a trip, even though a particular expense may be higher on a given day. **Receipts are not required for incidental allowance.**

Whenever actual and reasonable expenses are claimed, a brief statement describing why the meal or incidental allowances were inadequate under the specific circumstances must be included with the receipts. If someone decides to claim actual incidental costs instead of the pre-determined incidental allowance, then all reimbursements of incidental expenses incurred on that trip will be on the basis of receipts provided.

Incidental allowances are set by regulations and can be found on the National Joint Council website on the following page:

- [Appendix C – Allowances – Modules 1, 2 et 3](#)

The rates for previous periods are accessible on the web page by clicking on the red button “Versions of this Page”.

Mode of transportation

Important: All travel must use the most convenient and most cost effective possible mode of transportation.

The choice of mode of transportation must be economical and reasonable taking into account the costs incurred such as taxi fares.

Private vehicles

Users who use a private motor vehicle are entirely responsible for the risks involved in driving the vehicle and are required to take out insurance covering these risks. Basic insurance premiums are paid by the user and are not reimbursed as such, being included in the kilometric allowance (Appendix B of the Travel Directive). This mode of travel is only permitted when cost-effective – taking parking fees and hours invoiced into account – in comparison with commercial transportation.

Kilometric rates are set by regulations and can be found on the National Joint Council website on the following page:

- [Appendix B – Kilometric rates](#)

The rates for previous periods are accessible on the web page by clicking on the red button “Versions of this Page”.

Any expenditure in excess of maximum allowances must be borne by the individual.

Note: The appendices containing the kilometre, meal and allowances rates and the daily meal rates at locations abroad are maintained on the Treasury Board of Canada Secretariat website

for a period of one year only. We therefore encourage you to download the files or print them for your records.

Air fares

Travellers must use the most practical and economical mode of transportation.

In an effort to contain costs, air fares will be reimbursed up to full-fare economy only. Users must seek the lowest possible air fares, including charters and other discounts for each trip, and book immediately after approval, in order to take advantage of the lowest fares. The CCP retains the right to limit reimbursement for the air portion when the lowest appropriate fare is not obtained. Upgrades to business or first class may be paid personally. In no circumstances will the CCP reimburse additional expenses for business or first class travel.

More specifically, this provision means that:

- No insurance costs will be reimbursed.
- Costs of intermediaries, such as travel agents, are not reimbursed. If a user decides to use an intermediary, he or she must produce a list of available flights showing relative costs.
- The CCP will not reimburse costs related to seat reservations.
- Costs involved in changing a flight may be reimbursed by the CCP up to a maximum of \$150, provided that the change is deemed valid by the CCP.

You may consult the Treasury Board of Canada Secretariat website:

<https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html>