Programme de contestation judiciaire
Court Challenges Program

Directive on Travel Expenses for Funded Matters

In accordance with the *Funding Guidelines* established for each Branch of the Court Challenges Program, funding recipients and their lawyers must comply with this Directive when submitting requests for reimbursement of travel-related expenses. This Directive is based on the University of Ottawa's policies on travel expenses, which in turn are based on the *Travel Directive* issued by the National Joint Council (Treasury Board Secretariat).

Any expenditure of public funds must be economical and reasonable. The CCP reserves the right to refuse to reimburse or to only partially approve the reimbursement of any expense that does not meet these criteria.

Travel & Transportation

***Important**: Any travel must be via the most practical, economical and direct route and mode of transportation available. The CCP does not pay for recipients', lawyers' or consultants' time spent travelling. As a general rule, only travel related to proceedings requiring presence in-person will be eligible for reimbursement. Travel for any other reason should be discussed with the CCP and prior approval should be obtained.*

Airfares

As a general rule, airfares will be reimbursed up to full-fare economy only. The CCP will not reimburse additional expenses for business or first-class travel: upgrades to business or first class may be paid personally, in which case a quote for full fare economy should be included.

All expenses related to air travel must be supported by a receipt that indicates the cost of travel, the departure point and destination, and the dates of travel.

The following expenses related to air travel are not eligible for reimbursement:

- Travel insurance;
- The cost of intermediaries, such as travel agents;
- Extra charges related to seat reservations or excess baggage, unless the latter can be justified as necessary for the purposes of the CCP-funded matter.
- Costs involved in changing a flight may be reimbursed by the CCP up to a maximum of $150, provided that the change is deemed justified by the CCP.

Train or bus

When travelling by train or bus, the CCP will reimburse an amount up to the cost of a business class fare, as long as that cost is reasonable in the circumstances. Upgrades to first class may be paid personally, in which case a quote for the eligible fare level should be included.

Rental cars

Where economical and convenient, car rentals are eligible for reimbursement, up to an amount equal to that of a standard or intermediate model. The following are eligible expenses related to car rentals:

1. rental fee;
2. fuel charges; and
3. insurance coverage.

Taxis or rideshare services

The cost of travel by a regular taxi or rideshare will be reimbursed if supported by appropriate receipts showing the starting point and destination of the trip. In the ordinary course, these expenses will only be reimbursable within a single metropolitan area, unless alternative ground transportation is either not available or would be demonstrably more expensive.

Personal vehicles

Those who use their personal vehicle are reimbursed on a per kilometre basis at the rate set by the National Joint Council and the University of Ottawa. The applicable rates are based on the province in which the vehicle is registered and the date of travel, and can be found at Appendix B – Kilometric Rates. For travel before the effective date of the current rates, previous versions of the list of rates can be accessed by clicking on the red button “Versions of this Page” on the same web page.

Requests for reimbursement must be supported by a map indicating the departure address, the destination address and the kilometres travelled.

Vehicle operators are entirely responsible for the risks involved in driving the vehicle and are required to take out insurance covering these risks. Car insurance premiums are not reimbursed, being included in the kilometric allowance. This allowance also includes all other costs associated with the operation of one’s motor vehicle, including fuel, vehicle repairs and wear and tear.

Parking expenses are reimbursed separately when supported by receipts.

International travel

As a general rule, only travel within Canada can be reimbursed by the CCP. If a recipient intends to seek reimbursement of expenses related to international travel, they should contact the CCP, explain how the expenses are justified, and obtain prior approval from the CCP.

Accommodation

Expenses related to accommodation must be supported by receipts and will be reimbursed on the basis of single accommodation in a standard room. Such accommodation should be convenient and comfortable for a reasonable cost for the travel location.

Meals

Expenses related to meals consumed during travel will be reimbursed on the basis of receipts provided. All such expenses must be reasonable and economical: as a guideline, expenses exceeding the allowances set by the National Joint Council (see Appendix C, section 1.2) will be considered unreasonable. No amount can be reimbursed for alcoholic beverages.