****

**PSAC 2022 NATIONAL TRIENNIAL CONVENTION**

**TRAVEL GUIDELINES**

The PSAC 2022 National Triennial Convention **will begin on Saturday, May 28, 2022 at 2:30 p.m. and will end on Thursday, June 2, 2022 at 12:00 p.m.**

Registration will take place at the RBC Convention Centre Winnipeg, 375 York Avenue, Winnipeg, MB, R3C 3J3, as indicated below:

**Friday, May 27, 2022: 1:00 p.m. to 6:00 p.m.**

**Saturday, May 28, 2022: 7:30 a.m. to 2:15 p.m.**

All delegates attending the Convention must register by completing the registration form. **Instructions for online registration will be provided to confirmed delegates individually once their name has been received by the Convention, Conferences and Project Officer**.

Registration must be completed prior to making any hotel and travel arrangements.

**The deadline for registration is:**

**February 11, 2022**

**Beginning March 1, 2022**, delegates will be able to contact W.E. Travel to make their travel arrangements. Travel to the Nineteenth PSAC National Triennial Convention will be arranged by our travel agents by the most economical means available based on the departure point.

* For delegates travelling more than 300 km (one way) the “normal mode of transportation” means by air.
* For delegates travelling less than 300 km (one way), the “normal mode of transportation” means by bus or car.

If you have any questions concerning the “normal mode of transportation”, or to obtain approval of travel arrangements that fall outside of these guidelines, please contact the Convention, Conferences and Project Officer at **(613) 560-2597 or via email at:**

[**convention-congres@psac-afpc.com**](mailto:convention-congres@psac-afpc.com)

**TRAVEL TO WINNIPEG**

* Delegates are entitled to travel to the PSAC Convention to arrive in Winnipeg on Friday, May 27, no later than 11:00 p.m. (CST). The PSAC travel agent will advise delegates of approved flights from their area.
* A room will be reserved as of Saturday, May 28th for delegates residing within 60km of the RBC Convention Centre Winnipeg. Reimbursement of expenses for these delegates will begin on that day.
* If Component meetings require earlier or later travel, the Components will be responsible for the extra costs. The PSAC will reimburse delegates as though they had travelled for Convention purposes only.

**TRAVEL FROM WINNIPEG**

* Delegates will be scheduled to return home on Thursday, June 2, 2022. However, delegates will **not be scheduled** to travel out of Winnipeg before **2:30 p.m. (CST).** Accommodations for Thursday, June 2nd, will not be paid to any delegate who could have travelled on Thursday but who has requested to stay over for personal reasons.
* Delegates will not be expected to travel out of Winnipeg on Thursday, June 2nd if their flight arrives at their destination airport after 11:45 p.m. The PSAC will pay for accommodations for that evening and delegates will be expected to depart on a morning flight on Friday, June 3rd. **Consideration will be given to those delegates with unusual travel circumstances**.
* Any delegate whose “normal mode of transportation” would have been by air and who chose to travel by car to Winnipeg will be treated as though they had travelled by air. These delegates will be expected to travel out on Thursday, June 2nd, or personally assume the additional costs for accommodation, meals, etc.

**GROUND TRANSPORTATION**

Delegates will be required to take the shuttle service to and from the Winnipeg airport.

All other ground transportation expenses will be reimbursed as per the PSAC Travel Policy guidelines. Delegates are advised to retain all receipts.

Please note that exceptions will be made in cases of accommodation of a disability, but pre-approval will be required.

**PER DIEM**

The Per Diem established by Convention is **$125.00** and will apply as follows:

* Six (6) official days of Convention (Saturday, May 28th to Thursday, June 2nd).

Where not already covered by the Per Diem (such as travel on Friday, May 27th ), meals and incidentals will be paid at the rates specified in the most current PSAC Travel Policy for the authorized travel based on the fastest means of travel available and the number of hours required for the day of travel by commercial travel.

**ACCOMMODATIONS**

The Convention will be held at the RBC Convention Centre Winnipeg, in Winnipeg, Manitoba. A block of rooms has been reserved at the following hotels:

* The Fairmont Winnipeg Hotel
* The Fort Garry Hotel
* Alt Hotel Winnipeg
* Radisson Hotel Winnipeg Downtown
* Holiday Inn & Suites Winnipeg-Downtown

**The PSAC will confirm delegate hotel accommodation before March 1,2022**. Registration must be completed to secure a hotel room.

Please note that for delegates residing in the Winnipeg area (and at less than 60 km one-way) a room will be reserved for you as of the Saturday, May 28, 2022.

A rooming list will be provided to the hotel for all delegates. The room rate, plus taxes will be charged to the PSAC Master Account. Delegates will be responsible for any personal expenses that they may charge to their room (i.e. internet, movies, meals, telephone calls, etc.). Delegates will still be required to register in the usual fashion (cash or credit card deposit) and check out in the usual way (settling account for expenses plus any extra nights’ accommodation the delegate may have chosen to add on). If you do not have a credit card, please contact **Gaëlle Felix** at **(613) 560-2597** or by e-mail[**convention-congres@psac-afpc.com**](mailto:convention-congres@psac-afpc.com) **before April 8, 2022**.

**All delegates must reserve within the PSAC room blocks.**

**All reservations must be made through the PSAC and hotels will not accept any individual reservation requests.**

Please note that hotels are completely smoke-free.

**TRANSPORTATION**

Starting **March 1, 2022*,*** delegates must contact W.E. Travel to make travel by air reservations.

**W.E. Travel**

**🕿: (613) 232-9908 / 1-888-676-7747**

**TDD/TYY: 1-800-855-0511**

**The deadline for making travel arrangements is April 8, 2022**

**March 9, 2018**

**Transportation from outside of the Winnipeg Area**

The travel agents have been instructed to book “at the lowest discounted rate”, including seat selection and baggage fee. Any delegate choosing to travel by air at a more expensive rate will be responsible for the additional cost. W.E. Travel will bill the PSAC directly for your travel costs up to the approved rates; they will require the delegate to remit directly to the travel agency the balance in excess of these rates.

**“Any penalty costs incurred as a result of changes or cancellations made by the participant after tickets are issued will be the responsibility of the participant, except in cases where penalty costs are the result of unusual circumstances or emergency situations beyond the control of the participant”.**

**Delegates may not purchase their own air transportation without prior approval which must be obtained through the Convention, Conferences and Project Officer**. Should approval be granted, the reimbursement will not exceed the actual cost to a maximum of the most economical fare that the PSAC would have obtained and delegates must submit proof of payment for air travel.

**Travel by privately owned motor vehicle (POMV)**

Delegates who do not reside in the Winnipeg area who choose to travel by POMV, where commercial air transportation is available, will be reimbursed for kilometric distance at the applicable rate plus self-parking, up to a maximum of $700 (round trip).

Loss of salary and expenses will be paid only for the period of absence that would have been necessary had air travel been used.

Delegates who have no access to commercial transportation *(i.e. air)* and must travel by POMV, will be reimbursed the applicable mileage at the rate specified in the PSAC Travel Directive. Self-parking at the hotel will also be reimbursed.

**All requests for travel by POMV must be obtained in advance by**

**contacting the PSAC by e-mail at** [**convention-congres@psac-afpc.com**](mailto:convention-congres@psac-afpc.com)**.**

**Transportation from the Winnipeg Area**

Delegates who reside in the Winnipeg area (within 60 km) and who travel by Privately Owned Motor Vehicle (POMV), may be reimbursed mileage at the rate specified in the PSAC Travel Directives as well as be reimbursed for their self-parking at the hotel.

**ON-SITE CHILD CARE AND/OR FAMILY CARE EXPENSES**

The objective of the PSAC Family Care Policy is to remove a barrier which may prevent **delegates** from participating fully in Union activities and which provides for the reimbursement of family care expenses. A copy of the policy is available on the PSAC website at [http://psacunion.ca/family-care-policy](http://psacunion.ca./family-care-policy).

On-site child care is intended to remove a barrier to a delegate's ability to participate at the Convention **and is provided only for those who could not otherwise attend, had the service not been available**. Only the registered delegate is permitted to pick up or drop off children during the conference. Requests must be received **no later than April 8, 2022** [convention-congres@psac-afpc.com](mailto:convention-congres@psac-afpc.com)**.**

Upon request, an advance may be authorized for Family Care fees. Detailed information must be provided in advance for **pre-approval.** Please contact **Gaëlle Felix** at **(613) 560-2597** or by email[convention-congres@psac-afpc.com](mailto:convention-congres@psac-afpc.com)**.**

**LOSS OF SALARY**

Actual loss of salary will be reimbursed for all working days lost during the Convention. There will be no compensation of salary for weekends and travel time, unless indicated below, as well as no overtime compensation.

* When a delegate has been authorized to travel during normal working hours, reimbursement will be made based on the fastest means of travel available and the number of hours required for the day of travel by commercial travel *(i.e. air)*.
* The PSAC will cover the loss of salary for delegates that are regularly scheduled to work on Saturday, May 28th and/or Sunday, May 29th, **upon receipt of official work or shift schedule.**
* For participants requesting to travel by car where the maximum allowed for driving rules apply, the above guidelines also apply.

**EXPENSE CLAIM**

Please note that expense claims will be prepared for delegates prior to the Convention and a payment covering per diem, salary (where applicable), additional meals and incidentals (based on approved travel itineraries) will be provided at the time of registering on-site at the Convention. This payment will constitute a reimbursement of expenses and not an advance. Delegates will only be required to complete a supplemental claim for reimbursement of ground transportation, applicable loss of salary (if not provided on the cheque) and any additional pre-approved expenses.

Delegates from Treasury Board, CFIA, Parks Canada or SSHRC requesting union leave from their employer under their applicable Convention clause will not incur any interruption in pay. Therefore, loss of salary will not be included in their estimated reimbursement of Convention expense cheque distributed on location.

Those who will incur a loss of salary as a result of an interruption in pay, will be required to submit a “Request for Reimbursement of Loss of Salary” form by April 8, *2022 (the link to this form will be provided to all registered delegates in February 2022).*

Accounting staff will be on-site at the Convention to assist delegates in completing any supplemental claims online (via the Member Expense Portal (MEP)). You **must** bring all original receipts for ground transportation and official work or shift schedule (if you were regularly scheduled to work on the weekend).

Supplemental expense claims must be submitted to PSAC Finance within 90 days following the Convention.

**ACCOMMODATION OF DISABLITIES**

If you requested accommodation for a disability on your registration form which requires a follow-up, please contact **Gaëlle Felix** at **(613) 560-2597** or by email at

[**convention-congres@psac-afpc.com**](mailto:convention-congres@psac-afpc.com)**.**

**No Scents Please!**

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating a contaminant from the air, the PSAC requests that all participants attending the conference **refrain** from using scented products. These include scented perfumes, colognes, lotions, hairsprays, deodorants and other products promoted by the fragrance industry.