



Powering Progress

TRAVEL GUIDELINES



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

2024 **PSAC** National Triennial Convention
SHAW CENTRE, OTTAWA, ONTARIO | May 26 to 31, 2024



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2024 PSAC NATIONAL TRIENNIAL CONVENTION TRAVEL GUIDELINES

REGISTRATION

The 2024 PSAC National Triennial Convention will be held at the Shaw Centre in Ottawa and **will begin on Sunday, May 26, 2024, at 2:30 p.m. and will end on Friday, May 31, 2024, at 12:00 p.m.**

All delegates attending the Convention must register by completing the online registration form. **Instructions for online registration will only 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 approval of any hotel and travel arrangements.

The deadline for registration is:

January 26, 2024

All delegates will also register on-site at the Shaw Centre Ottawa, 55 Colonel By Drive, Ottawa, Ontario, K1N 9J2, as indicated below:

Saturday, May 25, 2024:

2:00 p.m. to 8:00 p.m.

Sunday, May 26, 2024:

7:00 a.m. to 2:15 p.m.

TRAVEL

Beginning February 5, 2024, delegates will be able to contact W.E. Travel to make their travel arrangements. Travel to the Twentieth 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 train (where available).

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 Projects Office at **(613) 560-2597** or via email at:

convention-congres@psac-afpc.com

TRAVEL TO OTTAWA

- Delegates are entitled to travel to the PSAC Convention to arrive in Ottawa on Saturday, May 25th, no later than 11:00 p.m. (EDT). The PSAC travel agent will advise delegates of approved flights from their area.
- A room will be reserved as of Sunday, May 26th for delegates residing within 60 km of the Shaw Centre in Ottawa unless a specific request has been made to arrive on Saturday, May 25th. In the case of a May 25th arrival, only the incidental allowance will be reimbursed for that day.
- If Component meetings require earlier or later travel, Components will be responsible for the extra costs. The PSAC will reimburse delegates as though they had travelled for Convention purposes only.

TRAVEL FROM OTTAWA

- Delegates will be scheduled to return home on Friday, May 31, 2024. However, those delegates who will be travelling by air will not be scheduled to travel out of Ottawa (airport) before **2:30 p.m. (EDT)**. Accommodation for Friday, May 31st, will not be paid to any delegate who could have travelled on Friday but who has requested to stay over for personal reasons.
- Delegates will not be expected to travel out of Ottawa on Friday, May 31st if their flight arrives at their destination airport after 11:45 p.m. The PSAC will pay for accommodation for that evening and delegates will be expected to

depart on a morning flight on Saturday, June 1st. **Consideration will be given to those delegates with unusual travel circumstances.**

- Any delegate whose “normal mode of transportation” would have been by air or train and who chose to travel by car to Ottawa would be treated as though they had travelled by approved normal method of transportation (air or rail). These delegates will be expected to travel on Friday, May 31st, or personally assume any additional costs for travel, accommodation, meals, etc.

GROUND TRANSPORTATION

Delegates will be required to take the shuttle service to the Ottawa airport on Friday, May 31st.

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 **\$145.00** and will apply as follows:

- Six (6) official days of Convention (Sunday, May 26th to Friday, May 31st).

Where not already covered by the Per Diem (such as travel on Saturday, May 25th), 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 Shaw Centre Ottawa, in Ottawa, Ontario. A block of rooms has been reserved at the following hotels:

- The Westin Ottawa Hotel
- The Fairmont Château Laurier Hotel
- Les Suites Hotel Ottawa
- The Ottawa Marriott Hotel

The PSAC will confirm delegate hotel accommodation before February 5, 2024. Registration must be completed to secure a hotel room.

Please note that for delegates residing in the Ottawa area (and at less than 60 km one-way) a room will be reserved for you as of the Sunday, May 26, 2024, unless a request has been confirmed to arrive on Saturday, May 25th.

A rooming list will be provided to the hotels 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 **before March 15, 2024**.

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 on **February 5, 2024**, delegates must contact W.E. Travel to make travel by air and rail reservations.

- Ottawa - 1-888-676-7747 or (613) 232-9908 between the hours of 8:30 a.m. to 5:00 p.m. EDT. ***Service in French is available (ask for ext. 2000, 2002 or 2003)***
- Vancouver - 1-800-663-4703 between the hours of 8:30 a.m. to 5:00 p.m. PST.
- TDD/TYY: 1-800-855-0511

**The deadline for making travel arrangements is
March 15, 2024**

Transportation from outside of the Ottawa 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 or rail transportation.

Travel by privately owned motor vehicle (POMV)

Travel by private motor vehicle (POMV) for delegates who do not reside in the Ottawa area is not normally authorized. You must contact the PSAC by e-mail at convention-congres@psac-afpc.com to request authorization **prior to March 15, 2024**.

If approved, delegates who do not reside in the Ottawa area who choose to travel by POMV, where commercial air or rail 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 or rail travel been used.

Delegates who have no access to commercial transportation (*i.e., air or train*) 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.

Transportation from the Ottawa Area

Delegates who reside in the Ottawa area (within 60 km of the Shaw Centre) 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.

ADVANCE AND EXPENSE CLAIM

An advance cheque will be provided to delegates at the time of registration on-site at the convention. The advance will cover per diem, additional meals and incidentals (based on approved travel itineraries).

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

Note: Expense claims must be submitted to PSAC Finance within 90 days following the Convention.

LOSS OF SALARY

Union Leave Letters

Union leave letters will be sent out individually on April 2, 2024 to concerned delegates who have booked their travel. When such leave is approved, the Treasury Board will invoice the PSAC to recover the salary and benefit costs for the member.

“Illness or other unforeseen circumstances may prevent a member from attending a union event. Members who are unable to participate in part or all of the event are personally responsible for modifying their related leave request in their Leave Management System. The Leave Management System must reflect the actual union leave used by the member in order to ensure the accuracy of the loss of salary invoiced to Public Service Alliance of Canada. The leave recorded in the Leave Management System should only reflect the actual amount of leave required to attend the union event.”

Members who take vacation or compensatory leave to attend must now submit an approved leave form to substantiate the type of leave taken which requires loss of salary reimbursement via the PSAC Member Expense Portal. Leave forms should be scanned and submitted by email to Finance-info-Finance@psac-afpc.com, the claim ID (referenced on the confirmation email upon claim submission) should be referenced in the subject line of the email.

Interruption in Pay

Those delegates who will incur a loss of salary because of an interruption in pay to attend the Convention, will be required to submit a “Request for Reimbursement of Loss of Salary” form by March 15, 2024 (*the link to this form will be provided to all registered delegates in February 2024*).

Loss of salary will be reimbursed to these delegates through the PSAC Member Expense Portal.

For all delegates

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, and 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 or rail*).
- The PSAC will cover the loss of salary for delegates that are regularly scheduled to work on Saturday, May 25th and/or Sunday, May 26th, **upon receipt of official work or shift schedule.**
- For delegates requesting to travel by car where the maximum allowed for driving rules apply, the above guidelines also apply.

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>.

Upon request, an advance may be authorized to **delegates** 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.

On-site child care is intended to remove a barrier to a delegate or observer'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/member observer is permitted to pick up or drop off children during the convention. Requests must be received **no later than March 15, 2024**, at convention-congres@psac-afpc.com.

ACCOMMODATION OF DISABILITIES

If you requested an 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.

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 convention **refrain** from using scented products. These include scented perfumes, colognes, lotions, hairsprays, deodorants and other products promoted by the fragrance industry.

CONVENTION APP

The Convention agenda, committee reports, resolutions package and various other documents will be available to delegates on the Convention App.

A link to login as well as Username and Password for the Convention App will be sent to delegates on April 15, 2024.

Delegates who made a request to receive paper copies on their registration form will receive the committee reports and other relevant on-site during registration at the convention.

Delegates may also consult the PSAC website for additional information (as it becomes available) at:

psacunion.ca/convention