



Anchored in Worker Power

TRAVEL GUIDELINES

2027 PSAC National Triennial Convention

Halifax Convention Centre, Halifax, Nova Scotia

May 30 to June 3, 2027



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



TRAVEL GUIDELINES

The 2027 PSAC National Triennial Convention will be held at the Halifax Convention Centre in Halifax (NS) and **will begin on Sunday, May 30th at 9:30 a.m. and will end on Thursday, June 3, 2027, at 5:30 p.m.**

REGISTRATION

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 Conventions and Conferences Section.**

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

**The deadline for registration is:
January 29, 2027**

ON-SITE REGISTRATION

All delegates must also register on-site to receive their convention credentials (badge).

On-site registration will take place on Friday, May 28, 2027, from 5:00 p.m. to 8:00 p.m. Look for the PSAC Registration Desks located in your assigned hotel lobby.

Delegates may also register on-site at the Halifax Convention Centre, 1650 Argyle St, Halifax, NS, B3J 0E6:

Saturday, May 29, 2027:

8:00 a.m. to 5:30 p.m.

Sunday, May 30, 2027:

7:30 a.m. to 9:15 a.m.

TRAVEL

Beginning on **February 8, 2027**, delegates must contact W.E. Travel to make travel reservations by air and rail.

Travel to the Twenty-First 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 rail (*where available*), POMV or public transportation.

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.

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 Conventions and Conferences Section at **(613) 560-2597 or via email at:**

convention-congres@psac-afpc.com

W.E. Travel can be reached as follows:

- Ottawa - 1-888-676-7747 or (613) 232-9908 between the hours of 8:30 a.m. to 5:00 p.m. EST. *Service in French is available (ask for ext. 2000, 2002 or 2003 or simply ask to speak to a representative who speaks French).*
- Vancouver - 1-800-663-4703 between the hours of 8:30 a.m. to 5:00 p.m. PST.

**The deadline for making travel arrangements:
March 19, 2027**

Travel from outside of the Halifax area (more than 60 km)

- Delegates who reside more than 60 km from the Halifax Convention Centre are entitled to travel to the PSAC Convention to arrive in Halifax on Friday, May 28, 2027, no later than 11:00 p.m. (ADT). The PSAC travel agent will advise delegates of pre-approved flights from their area.
- A room will be reserved for these delegates as of Friday, May 28, 2027.
- All delegates will be scheduled to return home the morning of Friday, June 4, 2027. The PSAC travel agent will advise delegates of pre-approved return flights.
- **Loss of salary and reimbursement of expenses will be based on the pre-approved travel times.**
- 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.

- Any delegate whose “normal mode of transportation” would have been by air and who chose to travel by car to Halifax would be treated as though they had travelled by approved normal method of transportation (air). These delegates will be expected to travel on Friday, June 4th or personally assume any additional costs for travel, accommodation, meals, etc.
- **Consideration will be given to those delegates with unusual travel circumstances.**

Travel within the Halifax Area (60 km and less)

- Delegates who reside in the Halifax area (60 km or less from the Halifax Convention 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 for self-parking at the hotel. Alternatively, delegates may also be reimbursed for the use of public transportation and taxi services.
- A room will be reserved for these delegates as of Saturday, May 29, 2027.
- Delegates who will attend the closing reception on Thursday evening will be authorized to return the morning of June 4, 2026. Breakfast and incidental will be reimbursed. Loss of salary may be claimed.

Travel by privately owned motor vehicle (POMV)

Travel by private motor vehicle (POMV) for delegates who reside more than 300 km from Halifax is not normally authorized.

You must contact the PSAC by e-mail at convention-congres@psac-afpc.com to request authorization **prior to March 19, 2027**. If reasonable commercial transportation (*i.e. air or rail*) is available and the request to use POMV is approved, these delegates 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 do not have access to commercial transportation (*i.e., air or rail*) and must travel by POMV, will be reimbursed at 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 (including for travel under 300 km) must be obtained in advance by contacting the PSAC by e-mail at:

convention-congres@psac-afpc.com.

Ground Transportation

Delegates will be required to take the shuttle service to Halifax airport on Friday, June 4, 2027. Please note that exceptions will be made in cases of accommodation of a disability, but pre-approval will be required.

Ground transportation to the hotel from the airport or train station is by taxi or public transportation (car rentals are not normally authorized). Receipts are not required for taxis and public transportation for which the cost is \$15.00 or less.

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

Rest periods

To alleviate fatigue caused by time-zone changes or overnight travel, a suitable rest period of up to 10 hours may be allowed between the time the traveller arrives at the destination (home, hotel, event site) and the time the traveller is required to report for work.

This does not apply to travellers who choose to use their privately owned motor vehicle to suit their own convenience or those who choose to deviate from travel guidelines.

EMERGENCY CIRCUMSTANCES WHILE IN TRAVEL STATUS

Should your flight be cancelled, please note that the airline will rebook you automatically in most cases. However, should you experience a problem while in travel status outside regular business hours please contact the W.E. Travel agency emergency line:

24 HOUR EMERGENCY TRAVEL CENTRE
1-888-676-7747

Should you require additional accommodation, meals and incidentals because of an emergency beyond your control, the PSAC will cover the expenses. Please add to your expense claim with all relevant explanatory notes. Receipts will be required.

PER DIEM

The Per Diem established by Convention is **\$160.00** and will apply as follows:

- Five (5) official days of Convention (Sunday, May 30 to Thursday, June 3, 2027).

Where not already covered by the Per Diem (Friday, May 28th, Saturday, May 29th and Friday, June 4th), 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 Halifax Convention Centre in Halifax. A block of rooms has been reserved at the following hotels:

- Westin Nova Scotian Hotel
- Delta Hotels Halifax Downtown
- Homewood Suites by Hilton
- Hampton Inn by Hilton
- Lord Nelson Hotel and Suites

The PSAC will confirm delegate hotel accommodation on February 8, 2027. Registration and travel (approved by PSAC) must be completed to secure a hotel room.

Reminder that for delegates residing in the Halifax area (60 km or less one-way) a room will be reserved for you as of Saturday, May 29, 2027.

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 the PSAC by e-mail at convention-congres@psac-afpc.com no later than March 19, 2027.

All delegates must be reserved within the PSAC room blocks.

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

ADVANCES AND EXPENSE CLAIMS

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. Exceptions will require a formal review process, and a detailed explanation will be required in all cases.

LOSS OF SALARY

Actual loss of salary will be reimbursed for all working days lost during the Conference. There will be no compensation of the 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 29 and/or Sunday, May 30, **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.

- Delegates who will incur a loss of salary, use vacation or compensatory time, will be required to complete the **LOSS OF SALARY / PERTE DE SALAIRE form no later than March 19, 2027** *(the link to this form will be provided to all registered delegates on February 8, 2027).*

Union Leave Letters

Union leave letters will be sent out individually on March 29, 2027, 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 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. (See *“Instructions regarding loss of salary”* for additional information).

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 **LOSS OF SALARY / PERTE DE SALAIRE** form by March 19, 2027 *(the link to this form will be provided to all registered delegates on February 8, 2027).*

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

FAMILY CARE

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>.

All reimbursements for family care expenses will require prior approval. Delegates will be provided with a reimbursement request form, which must be submitted for approval prior to the start of the Convention.

Upon request, an advance may also be authorized for these expenses. Please contact the PSAC by email at convention-congres@psac-afpc.com.

On-site childcare is intended to remove a barrier to a delegate or observer's ability to attend 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 convention. Requests must be received **no later than March 19, 2027**, at convention-congres@psac-afpc.com.

ACCESSIBILITY AND ACCOMMODATION

The Policy on Accessibility and Accommodations at PSAC Events is available on the PSAC website. **If you make a request for accommodation on your registration form, we will contact you directly.**

NO SCENTS PLEASE!

In consideration for the health of our members who may suffer from environmental disabilities, and with the goal of eliminating contaminants 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.

Please bring your own unscented products. If you have any concerns, please contact us at convention-congres@psac-afpc.com.

FOOD ALLERGIES

We remind all delegates that as some members suffer from various food-related allergies, outside food (except those items provided by the PSAC) will not be permitted in the event function spaces.

CARBON FOOTPRINT OFFSET

Participants can offset their carbon footprint by using a carbon calculator to determine their emissions and then investing in tree planting programs or carbon credits. This process involves estimating the greenhouse gases produced by activities like travel, home energy use, and transportation, and then compensating for these emissions through actions like planting trees or purchasing carbon credits that support projects reducing emissions.

The PSAC encourages all participants to offset their carbon emissions by donating to a non-profit organization. Carbon footprint calculators can be found online through various organizations.

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 19, 2027.

Delegates who made a request to receive paper copies on their registration form will receive the committee reports and other relevant documents 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