

## **Section 21 – Home Leave Travel Assistance**

### **10.21.01 - Definitions**

The following definitions apply in this section:

HLTA

means Home Leave Travel Assistance.

reverse home leave travel

means travel undertaken by the member's next of kin to meet the member at the post.

third location

means any location outside a radius of 800 kilometres from the member's post, home or previous place of duty, or if a member is deployed on an operation, any location outside the theatre of operations.

### **10.21.02 - Intent**

10.21.02(1) (Intent) The intent of HLTA is to assist a member who is deployed or assigned to a place of duty outside Canada to reunite with their next of kin (NOK).

10.21.02(2) (Limits) HLTA is not intended for the:

1. move of the member's NOK;
2. early repatriation of the member; or
3. transportation expenses of a member's girlfriend, boyfriend or fiancé(e) if they are not in a common-law partnership.

### **10.21.03 - Eligible Members**

10.21.03(1) (Eligible members) A member who is deployed or assigned is entitled to the HLTA, if that member:

1. has no dependants and is posted;
2. is attached posted for an expected period in excess of 60 consecutive days;
3. is an accompanied member serving at a post outside Canada who is deployed or assigned unaccompanied from that post to another post for an expected period in excess of 60 consecutive days;
4. is a member of an HMCS or allied ship's company when sailing for an expected period in excess of 60 consecutive days; or
5. is on exchange duty with foreign armed services and is deployed to an operation or designated post with that foreign armed service for an expected period in excess of 60 consecutive days.

### **10.21.04 - Entitlement**

10.21.04(1) (Entitlement) A member to whom this section applies, is entitled to:

1. reimbursement of an amount calculated in accordance with CBI 10.21.05 - *HLTA for Travel to Home or Previous Place of Duty* for the direct return journey between the member's post and:
  1. the member's home, or
  2. the member's previous place of duty;
2. if the member is deployed or assigned for an expected period of 120 consecutive days or more, an allowance in the amount for the applicable post for travel to a third location in accordance with CBI 10.21.06 - *HLTA for Travel to a Third Location*;
3. if the member is deployed or assigned for an expected period in excess of 60 consecutive days but less than 90 consecutive days, an allowance not to exceed 33% of the allowance for the applicable post for travel to a third location in accordance with CBI 10.21.06;
4. if the member is deployed or assigned for an expected period of 90 consecutive days or more but less than 120 consecutive days, an allowance not to exceed 66% of the allowance for the applicable post for travel to a third location in accordance with CBI 10.21.06; or
5. reimbursement of an amount calculated in accordance with CBI 10.21.07 - *HLTA for Reverse Home Leave Travel*.

10.21.04(2) (Frequency of HLTA) A member is entitled to one HLTA for each:

1. 60 to 120 consecutive day period of the deployment or assignment if the member is not deployed or assigned for a period of 120 consecutive days or more, but not more than one HLTA during each six consecutive month period;
2. six consecutive month period of the posting or attached posting; or
3. twelve consecutive month period of the posting if the member is entitled to the allowance under section 22 (Vacation Travel Allowance).

10.21.04(3) (Rate applicable) The rate applicable for the first HLTA is the rate applicable on the day the member arrives at the post or on the day the HMCS or allied ship departs from the port. Any subsequent HLTA will be at the applicable rate on the day the HLTA is requested.

10.21.04(4) (Leave creates entitlement) Entitlement to claim HLTA is dependent upon the member being granted leave and authorized to travel on leave.

10.21.04(5) (Leave travel start and finish) Leave travel for a member travelling to the home or their previous place of duty or to a third location must start and finish at the post.

10.21.04(6) (Next of kin travelling to post) In the case where a next of kin (NOK) is travelling to the member's post for Reverse Home Leave Travel, the NOK is not to arrive earlier than three days prior to or depart later than three days after the member's approved leave period.

10.21.04(7) (Qualifying time for HLTA) The qualifying time for an eligible member:

1. at a post, commences on the date of arrival of the member at the post and ceases on the date of departure of the member from the post;
2. aboard an HMCS or allied ship, commences on the date on which the ship departs for the post and ceases the date the ship returns to the previous place of duty or arrives at a newly assigned place of duty; or
3. who joins an HMCS ship or allied ship en route or already at the post, commences on the date on which the member boards the ship and ceases the date the ship returns to the previous place of duty or arrives at a newly assigned place of duty.

10.21.04(8) (Early termination) If due to service reasons, a member's deployment or assignment is terminated early and:

1. the member travelled on approved leave and HLTA was authorized prior to the deployment or assignment being terminated, the HLTA is not recovered; or
2. the member was not granted leave prior to the termination of the deployment or assignment, the member is not entitled to HLTA.

10.21.04(9) (HLTA combined) If two or more members who have been authorized an HLTA travel together, each member must provide receipts for their eligible expenses and each invoice can only be used by one member for verification purposes.

10.21.04(10) (HLTA not authorized) HLTA is not authorized:

1. in the first 30 calendar days at the post or during the last 30 calendar days at the post;
2. upon return to Canada at the end of a deployment or assignment; or
3. if a member is entitled to family reunion travel under section 12 - *Education and Related Care of Dependent Children*.

10.21.04(11) (Transportation on leave) A member who is entitled to HLTA is not entitled to assistance under CBI 209.50 - *Transportation on Leave*.

### **10.21.05 - HLTA for Travel to Home or Previous Place of duty**

10.21.05(1) (Travel by air) If travelling by air, reimbursement is restricted to the following expenses, subject to the provision of receipts:

1. the most economical direct routing airfare from the member's post to the member's home or previous place of duty:
  1. determined by the Approving Authority (AA), the Task Force Commander or the Canadian Forces Personnel Support Agency, or
  2. obtained by the member directly with a travel agent or carrier;
2. ground transportation to and from the airport consisting of:
  1. transportation provided by the Canadian Forces (CF),

2. the most direct and economical commercial means of transportation between the airport and the member's home or previous place of duty. If two or more members travel in the same taxi, only one member may claim reimbursement,
3. a maximum of two days automobile rental. If two or more members travel in the automobile, only one member may claim reimbursement, or
4. the low kilometric rate if a member uses a PMV, not to exceed the official direct distance as set out in the Canadian Distance Guide between the airport and the member's home or previous place of duty. if two or more members travel in the same PMV, only one member may claim reimbursement of the kilometric rate;
3. road and ferry tolls necessarily incurred;
4. parking at the airport not to exceed three hours; and
5. airport taxes, fuel and security surcharges when not included in airfare.

10.21.05(2) (Travel by modes other than air) If leave travel is not by air, the expenses that may be reimbursed, depending on the destination and the mode of travel used include, but are not restricted to:

1. the most economical rail or bus pass;
2. automobile or motorcycle rental for the number of days determined by the following formula, including basic insurance required by law in the location where the automobile or motorcycle is rented and the cost of fuel,

A divided by 650 equals B

B times 2 equals C

where

A is the official direct distance as set out in the Canadian Distance Guide between the post and the member's home or previous place of duty;

B is the result of the formula rounded to the highest whole number;

C the total number of days a member is entitled to rent an automobile for the trip;

c. the low kilometric rate for the distance between the member's post and the member's home or previous place of duty, if a member uses a PMV, not to exceed the official direct distance as set out in the *Canadian Distance Guide*. If two or more members travel in the same PMV, only one member may claim reimbursement of the kilometric rate; and

d. road and ferry tolls necessarily incurred.

10.21.05(3) (Non-reimbursable expenses) The following expenses will not be reimbursed:

1. transportation provided by the CF or a third party;

2. transportation expenses on leave travel used to meet the 50% verification requirement under section 22 - *Vacation Travel Allowance*;
3. business or first class travel;
4. meals;
5. lodging;
6. incidental expenses;
7. fuel if PMV kilometric rate is claimed;
8. medical and other types of travel insurance including those charged by the travel agent except those under paragraphs (2) and (3); and
9. automobile rental and associated costs such as fuel during the period of leave at the member's home or previous place of duty.

10.21.05(4) (Insurance) The member is responsible to ensure that invoices show transportation costs, trip cancellation and travel health insurance costs separately.

### **10.21.06 - HLTA for Travel to a Third Location**

10.21.06(1) (Amount) The amount of HLTA for the applicable post for travel to a third location shall be the average cost of the most economical return airfare, as established by Director Compensation and Benefits Administration (DCBA), for the most direct flight between the post and Halifax, Quebec City, Ottawa, Winnipeg, Edmonton, and Victoria based on a 60-day advanced booking.

10.21.06(2) (Limit) The allowance for transportation expenses for a direct return journey between the member's post and a third location is provided only for the travel of a member or a member and one next of kin.

10.21.06(3) (Direct travel) All travel is to be direct to a third location and a member is not entitled to travel:

1. to or from the member's home or previous place of duty via a third location; or
2. to or from a third location via a member's home or previous place of duty.

10.21.06(4) (HLTA use) HLTA for travel to a third location is a fixed allowance that is provided for the following expenses only:

1. airfare;
2. ground transportation to and from the airport;
3. the low kilometric rate from where the travel began if a member uses a PMV;
4. road and ferry tolls necessarily incurred;
5. parking charges at the airport not to exceed three hours;
6. airport taxes, fuel and security surcharges when not included in the airfare;
7. rail or bus pass, if the rail or bus pass:
  1. includes meals and accommodation, 50% of the ticket price is used for verification purpose,
  2. includes accommodation, 75% the ticket price is used for verification purposes,

3. does not include meals and accommodation, the entire cost is used for verification purposes;
8. automobile or motorcycle rental including basic insurance required by law in the location where the car or motorcycle is rented and the cost of fuel;
9. the transportation portion only of a package cruise, safari or tour. if a cruise, safari or tour includes meals, beverages or accommodation, 50% of the ticket price is used for verification purposes. If a cruise, safari or tour does not include meals, beverages or accommodation, the entire cost may be used for verification purposes;
10. public transit; and
11. any reasonable expense for a mode of transportation not listed above is to be sent to DCBA for approval.

10.21.06(5) (Non-acceptable use) HLTA under this instruction is not to be used for the following expenses:

1. transportation provided by the Canadian Forces or a third party;
2. business or first class travel;
3. transportation expenses on leave travel used to meet the 50% verification requirement under section 22 - *Vacation Travel Allowance*;
4. daily tours or cruises;
5. meals;
6. lodging;
7. incidental expenses;
8. fuel if a PMV is used; and
9. medical and other types of travel insurance including those charged by the travel agent.

10.21.06(6) (Insurance) The member is responsible to ensure that invoices show transportation costs, trip cancellation and travel health insurance costs separately.

10.21.06(7) (Verification) The member is required to prove to the Approving Authority or the Task Force Commander that HLTA claimed for leave travel to a third location was expended in accordance with paragraph (4) by providing:

1. proof upon completion of leave travel for which the HLTA is claimed that the HLTA was used as intended;
2. proof of having reached the authorized leave destination or having completed the travel plan which may consist of hotel receipts, boarding passes or passport entries but not an approved leave form;
3. clearly identified transportation costs on any proof submitted. If insurance costs are included in the ticket price, the member is responsible to ensure that transportation costs and insurance costs are shown separately on the invoice.

10.21.06(8) (Unsubstantiated portion) If a member cannot prove that 90% of the HLTA has been used for the purpose intended, the unsubstantiated portion of the HLTA is to be recovered from the member.

## **10.21.07 - HLTA for Reverse Home Leave Travel**

10.21.07(1) (Conditions for entitlement) If a member's next of kin (NOK) travels in lieu of the member, the member is entitled to reimbursement for expenses in paragraph (2) or (3), subject to the following:

1. reimbursement is not to exceed the cost of the direct return transportation from the member's post to the member's home as set out in CBI 10.21.04(1)(a) - *Entitlement*;
2. the most economical form of transportation is used for travel;
3. the Reverse Home Leave Travel (RHLT) is not utilized to reunite a member with their NOK for a period longer than the member's approved leave period; and
4. reimbursement of expenses is limited to those for the travel of one NOK.

10.21.07(2) (Travel by air) If travelling by air, reimbursement under paragraph (1) is limited to the following expenses, subject to the provision of receipts:

1. the lesser of the most economical direct routing airfare from the member's post to the member's home:
  1. determined by the Approving Authority, the Task Force Commander, or the Canadian Forces Personnel Support Agency, and
  2. obtained by the member directly with a travel agent or carrier;
2. ground transportation to and from the airport consisting of:
  1. the most direct and economical commercial means of transportation between the airport and the member's home,
  2. a maximum of two days automobile rental, or
  3. the low kilometric rate if a member uses a PMV, not to exceed the official direct distance as set out in the Canadian Distance Guide between the airport and the member's home or previous place of duty. if two or more members travel in the PMV, only one member may claim reimbursement of the kilometric rate;
3. road and ferry tolls necessarily incurred;
4. parking not to exceed three hours at the airport; and
5. airport taxes, fuel and security surcharges when not included in airfare.

10.21.07(3) (Travel by modes other than air) If leave travel to the member's post is not by air, expenses that may be reimbursed depend on the destination and the mode of travel used include but are not restricted to:

1. the most economical rail or bus pass;
2. automobile or motorcycle rental including basic insurance required by law in the location where the automobile or motorcycle is rented, and fuel costs; or
3. the low kilometric rate from where the travel began if a member uses a PMV; and
4. road and ferry tolls necessarily incurred.

10.21.07(4) (Non-reimbursable expenses) The following expenses will not be reimbursed:

1. transportation provided by the Canadian Forces or a third party;
2. transportation expenses on leave travel used to meet the 50% verification requirement under section 22 - *Vacation Travel Allowance*;
3. business or first class travel;
4. meals;
5. lodging;
6. incidental expenses;
7. fuel if a PMV is used;
8. medical and other types of travel insurance including those charged by the travel agent; and
9. automobile rental and associated costs such as fuel during the period of leave at the member's post.

10.21.07(5) (Insurance) The member is responsible to ensure that invoices show transportation costs, trip cancellation and travel health insurance costs separately.

### **10.21.08 - HLTA for Member of Ship's Company**

The following applies to HLTA for members of a ship's company:

1. if the member travels from a port of call to the member's home or previous place of duty, the member is entitled to the most economical direct airfare from the port of call that coincides with the start of the member's leave travel to the member's home or previous place of duty and back to the ship;
2. if the member travels from a port of call to a third location, the allowance, from the planned port of call that coincides with the start of the member's leave, is calculated in accordance with CBI 10.21.06(1) - *Amount*. On completion of leave travel, the member is sent to the ship's location (next port of call, if applicable). The later portion is not included in the HLTA calculation, it is only to enable the member to rejoin the ship. On most sailings the schedule of port visits is known prior to making any travel arrangements, however, if the schedule of port visits is not known, a request for a third location rate is made to the Director Compensation and Benefits Administration; and
3. if RHLT is authorized, the most economical direct return airfare for the member's next of kin to travel and be reunited with the member is used. The member's travel back to the port of call, if the ship has sailed, is also reimbursable as part of HLTA but shall not be included in the HLTA calculation.

### **10.21.09 - Meal and Rent Allowances**

10.21.09(1) (Meal allowance) The payment of any meal allowance ceases for the period of leave for which HLTA will be claimed whether the member reunites with their next of kin or not.

10.21.09(2) (Rent allowance) If the member vacates commercial lodging for the period of leave for which HLTA is claimed, the payment of any rent allowance ceases for that period.

### **10.21.10 - HLTA Request Procedure**



A request for HLTA includes the following:

1. a copy of the approved leave form;
2. details of the leave travel to be taken including itinerary and mode of transportation;
3. details:
  1. of the calculation of the HLTA under CBI 10.21.05 - *HLTA for Travel to Home or Previous Place of Duty* or CBI 10.21.07 - *HLTA for Reverse Home Leave Travel* upon which reimbursement is based, or
  2. the amount of the HLTA as established under CBI 10.21.06 - *HLTA for Travel to a Third Location* or CBI 10.21.08 - *HLTA for Member of Ship's Company*;
4. a certification by the applicable Approving Authority, as follows:

"I certify that (member's rank and name) was granted leave with pay for the period from (date) to (date) and (rank and name) has provided satisfactory proof that the member incurred the transportation expenses being claimed:

1. to reunite with their next of kin (NOK) at the member's home or former previous place of duty,
2. for their NOK to reunite with the member at the post,
3. to reunite with their NOK at a third location, or
4. to travel to a third location without reuniting with their NOK.

"I further certify that no previous HLTA claim has been paid to the member for leave granted within this entitlement period";

5. certification by the member as follows:

"I certify that except as indicated on this claim, I have not been and will not be reimbursed by the public or a third party for the transportation expenses related to the journey for which I am claiming Home Leave Travel Assistance (HLTA) and no transportation was provided without charge. I further certify that the items claimed herein have not been claimed previously and that the details are as stated".

### **10.21.11 - Change in Travel Plan**

10.21.11(1) (Operational requirements) Requests for the reimbursement of costs resulting from changes to leave or travel arrangements due to operational requirements are made to the Director Compensation and Benefits Administration for consideration.

10.21.11(2) (Personal reasons) Any cost resulting from a change in leave or travel arrangements due to personal reasons is not reimbursable