

LTA

Ref: CBI 209.50

Purpose

To reimburse CF mbrs for **SOME** expenses paid because of travel on leave to meet a family mbr as defined in the CBI 209.50 (dependant (spouse), child, parent, sibling).

Entitlement

Mbr who is reg force/reserve force class C and B (who is entitled to move household goods due to that service) is entitled to LTA if all conditions are met:

1. Mbr is on a period of leave
2. Mbr has a family member (dependant (spouse), child, parent, sibling)
3. During their leave mbr travels to see family mbr or family mbr travels to see mbr (Reverse LTA)
4. Mbr provides proof of travel to authorised destination on leave pass
 - a. Stamped leave pass (cities must coincide)
 - b. Credit card charges in location
5. **ONLY** in respect to mbr with dependants, the mbr is, for 60 continuous days entitled to sep exp, for svc reasons, absent from place of duty

How many can travel?

Only one person is entitled to have their expenses covered by LTA

How many times a year?

LTA is authorized only once per fiscal year.

If a mbr travels over the span of two FY then travel is deemed to have occurred in the FY that the travel commenced

Where can you go?

- a. in respect of a member with a dependant,
 - i. by the member to their principal residence, to a spouse's or common-law partner's place of duty, or to a third location where a dependant is; or
 - ii. by a dependant to the member's place of duty or to a third location where the member is; and
- b. in respect of a member without a dependant,
 - i. by the member to a principal residence or to a third location where a family member is; or
 - ii. by a family member to the member's place of duty or to a third location where the member is.

How to calculate

Travel within CANUS

$$\text{Distance} - 400 - P = x \quad \text{rate} = \quad x2 \quad \text{Max AMT}$$

D-400-P x OLKR

Travel Between CANUS and another country

$$13092 \times \text{OLKR}$$

So what does this all mean?

When mbrs come in to the BOR or their Orderly Room, they must have in their possession,

- a. A signed and approved Leave Pass (CF 100)
- b. A flight estimate or a receipt for a paid flight showing cost *and* method of payment.

They will then sit with you

- a. Review the itinerary, ensuring that it is a return flight and if already paid for, make sure the method of payment is indicated
- b. **NO ONE WAY TRAVEL**
- c. **NO BUSINESS CLASS**
- d. **Most direct means (if stopover i.e. an overnight stay, mbr needs to provide a quote of flight with no stopover).**
- e. Have them fill out an LTA verification sheet for the correct FY
 - i. Check HRMS to verify NOK
 - ii. Check PERS file to make sure there is no LTA on file for the same fiscal year
- f. Make sure the mbr will not get married or have a child while on LTA because the claim now becomes void due to change of eligible family mbr for LTA.
- g. For mbrs meeting their family member at a third location, the LTA is for the travel to the place where they meet not where they intend to take a vacation i.e. if the mbr and the family mbr meet in Vancouver for subsequent travel to Hawaii, the LTA covers the travel to Vancouver as that is the location where the mbr met his/her family mbr.

Fill out the DND 2330

Part 1 thru 2A if they are not finalizing

Entirety if they are initiating and finalizing

Use google maps/ MapQuest to look up distance and do a print screen to capture the shortest distance

Only route through Canada using Trans-Canada highway

If mbr requires an advance, fill out a DND 432 Request for Accountable Advance of Public Funds form

NOTE: NO ERRORS ARE TO BE MADE IN SECTION C (if an error occurs, you have to fill in a new form)

Enter Claim into Database

When mbr comes back to finalize

Complete Section 2B of the DND 2330

Section 7