

209.50 - Leave Travel Assistance (LTA)

209.50(1) (Purpose) The purpose of Leave Travel Assistance is to reimburse Canadian Forces members for some expenses paid because of travel on leave to meet a family member.

209.50(2) (Definitions) The following definitions apply in this instruction:

commercial carrier

includes but not limited to:

1. a commercial passenger aviation service;
2. a commercial passenger railway service;
3. a commercial inter-city bus service; or
4. a ferry service,

i. between two locations within British Columbia, or

ii. between any two of the following provinces: New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island.

(T)

NOTE

1. Examples of a commercial passenger aviation service includes but not limited to Air Canada, Air France, British Airways, Buffalo Airways, Canadian North, Lufthansa, Porter and WestJet

2. Examples of a commercial passenger railway service includes but not limited to Amtrak, Deutsche Bahn, Ontario Northland, and Via Rail.

3. Examples of a commercial inter-city bus company includes but not limited to Greyhound Lines, Greyhound Canada, Maritime Bus, and Voyageur Colonial Bus Lines.

(C)

dependant

means a dependant as defined in CBI 208.997 (*Separation Expense*).

family member

means:

1. a dependant;
2. in respect of a member who has no dependant, a member's child, including a stepchild, legal ward, adopted child, or child adopted under a Canadian aboriginal custom adoption practice;
3. in respect of a member who has no dependant and no child, the member's parent, including a person who stood, prior to the member's enrolment, in the place of the member's father or mother; and
4. in respect of a member who has no dependant, no child, and no parent, the member's brother, stepbrother, sister, or stepsister.

Leave Travel Assistance

or LTA means the reimbursement of expenses identified in this instruction.

place of duty

means:

1. a place of duty as defined in paragraph (3) of CBI 208.80 (*Application and Definitions*); or
2. the place where a member is performing duty.

principal residence

means:

1. in respect of a member with a dependant, a principal residence as defined in CBI 208.997 (*Separation Expense*); and
2. in respect of a member without a dependant, a residential property that a family member occupies for more than 183 days in a continuous 365 day period.

service couple

means two members both of whom are the spouse or common-law partner of the other and one of whom is:

1. a member of the Regular Force; or
2. a member of the Reserve Force who is both on Class B or C Reserve Service and authorized to move household goods and effects at public expense for that Class B or C Reserve Service.

spouse

in relation to a member, does not include a spouse who is living separate and apart, within the meaning of the Divorce Act, from the member.

209.50(3) (Entitlement) A member of the Regular Force – or of the Reserve Force who is both on Class B or C Reserve Service and authorized to move their household goods and effects at public expense for that Class B or C Reserve Service – is entitled to LTA if all of the following conditions are satisfied after 31 January 2011:

1. the member is on leave under QR&O chapter 16 (*Leave*), except under article 16.18 (*Retirement Leave*), article 16.25 (*Leave Without Pay and Allowances*), article 16.26 (*Maternity Leave*) and article 16.27 (*Parental Leave*) of the QR&O;
2. the member has a family member;
3. during leave, either the member travels to see a family member or a family member travels to see the member;
4. the member provides proof of travel to an authorized destination;
5. the member is not entitled to a payment for travel expenses under section 21 (*Home Leave Travel Assistance*) of the *Military Foreign Service Instructions*; and
6. only in respect of a member with a dependant, the member is – for 60 continuous days – either entitled to Separation Expense under CBI 208.997 (*Separation Expense*) or absent – for service reasons – from their place of duty.

209.50(4) (Number – Persons) LTA is authorized in respect of the travel expenses of only one person.

209.50(5) (Number – Trips) LTA is authorized once every fiscal year, and travelling that spans two fiscal years is deemed to have occurred in the fiscal year in which the travel commenced.

209.50(6) (Authorized Destinations) LTA is authorized for travel:

1. in respect of a member with a dependant,
 - a. 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
 - b. by a dependant to the member's place of duty or to a third location where the member is; and
2. in respect of a member without a dependant,
 - a. by the member to a principal residence or to a third location where a family member is; or
 - b. by a family member to the member's place of duty or to a third location where the member is.

209.50(7) (Amount – Travel Within Canada and the United States) Subject to paragraph (8), if all travel occurs within Canada and the United States of America (CANUS), the amount of LTA is the lesser of:

1. the actual cost of return travel by commercial carrier,
 - a. in respect of a service couple who meet at a place of duty, from the member's place of duty to the other member's place of duty; and
 - b. in any other case, from the member's place of duty to the principal residence; and
2. the amount determined by the formula,

$$[(D \times 2) - 800 - P] \times \text{OLKR}$$

where

D is the most direct kilometric road distance,

- a. in respect of a service couple who meet at a place of duty, from the member's place of duty to the other member's place of duty, and
- b. in any other case, from the member's place of duty to the principal residence;

P is the distance the member travels as a passenger in a private motor vehicle with another person who is reimbursed at public expense for travelling that distance; and

OLKR is the Ontario lower kilometric rate in Appendix A of the *National Joint Council Commuting Assistance Directive*, as amended from time to time.

209.50(8) (Amount – CANUS Road Travel Impossible) Where paragraph (7) applies and if the authorized destination is inaccessible by road, the amount of LTA is the amount determined by the formula:

$$C - (\text{OLKR} \times 800)$$

where C is the cost under subparagraph (7)(a) and OLKR is the Ontario lower kilometric rate in Appendix A of the *National Joint Council Commuting Assistance Directive*, as amended from time to time.

209.50(9) (Amount – Travel Between CANUS and Another Country) If any travel occurs between CANUS and another country, the amount of LTA is the lesser of:

1. the actual cost of return travel by commercial carrier from the member's place of duty to the principal residence; and
2. the amount of $13092 \times \text{OLKR}$, where OLKR is the Ontario lower kilometric rate in Appendix A of the *National Joint Council Commuting Assistance Directive*, as amended from time to time.