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Revision History

Revision No.	Date	Section(s)	Description	Approval
1	2 October 2024	5.13	Added paragraph to address new CVV requirements	Senior Director Financial Policy, Controls & Community Development

1. Effective Date

- 1.1 This policy is effective on **2 October 2024**.
- 1.2 This policy replaces all previous Department of National Defence (DND)/ Canadian Armed Forces (CAF) financial management (FM) policy instruments related to travel cards as follows:
- Financial Administration Manual (FAM) Chapter 1016-7-2, Departmental Travel Account; and
 - FAM Chapter 1016-7-3, Individual Travel Card.
- 1.3 The policy was approved by the Assistant Deputy Minister, (Finance)/Chief Financial Officer (ADM(Fin)/CFO) on **27 April 2020**.

2. Application

- 2.1 This policy applies to all travel cards administered and used within DND.

3. Context

- 3.1 Travel cards provide a convenient and efficient way to pay for [authorized government travel expenses](#).
- 3.2 Travel cards are issued under a contract between the travel card issuer and the Government of Canada for the payment of authorized government travel expenses. DND is liable for all authorized charges that become delinquent.
- 3.3 The issuance of a travel card in no way implies the delegation of any contracting, procurement or travel authority. Responsibility Centre (RC) Managers and all DND employees/CAF members who travel for government related purposes must ensure that all delegation principles, financial and travel authorities are applied in accordance with the Delegation of Authorities for Financial Administration for DND and the CAF (Delegation Instrument) and the relevant travel policy requirements.
- 3.4 Due to the nature and complexity of its programs, the Department and the CAF are faced with unique situations that may not be addressed or fully articulated under the Treasury Board (TB) Directive on Payments and other authoritative documents. This policy is required to outline and explain the DND/CAF travel card policy but does not repeat the information stated in TB publications except as required for context and clarity.
- 3.5 Accordingly, this policy must be read and applied in conjunction with and after reading the following:
- [TB Directive on Payments](#) (in particular section 4.8, “Payment by Travel Cards”, and “Appendix C: Standard on Travel Cards”, including the applicable definitions in Appendix D);
 - [TB Special Travel Authorities](#);

- [National Joint Council \(NJC\) Travel Directive](#); and
- [Canadian Forces Temporary Duty Travel Instruction \(CFTDTI\)](#).

- 3.6 All financial documentation supporting the transactions must be retained for six years from the end of the fiscal year in which the transaction takes place. When an accounts receivable is created, all documentation is retained until the account is cleared. When a criminal disciplinary or recovery action is taken, all documentation must be retained and protected for six fiscal years after the process is completed.
- 3.7 See [Appendix A](#) for the definitions applicable to this policy and a list of acronyms used.

4. Objectives and Expected Results

- 4.1 The objectives of this policy are to:
- Identify the DND/CAF key stakeholders involved with travel cards and outline their roles and responsibilities; and
 - State and explain the DND/CAF FM policies and key controls for the effective, economical, and secure use of travel cards used in support of [government travel](#) that are not addressed in the authoritative documents listed at paragraph [3.5](#) of this policy.
- 4.2 The expected results of implementing this policy are:
- Effective governance and oversight over DND/CAF use of travel cards;
 - Effective internal controls over DND/CAF travel cards;
 - Key DND/CAF stakeholders are aware of and understand their roles and responsibilities with respect to the issuance and use of travel cards; and
 - DND/CAF's travel cards are managed in accordance with TB requirements.

5. Requirements

Overview: Types of Travel Cards

- 5.1 There are three types of travel cards:
- [Individual Designated Travel Card](#) (IDTC);
 - [Departmental Travel Expense Card](#) (DTEC); and
 - [Departmental Travel Expense Account](#) (DTEA).
- 5.2 Travel cards are issued under a contract between the travel card issuer and the Government of Canada for the payment of [authorized government travel expenses](#).
- 5.3 The issuance of an IDTC, DTEC or a DTEA does not result in or provide the delegation of any contracting, procurement or travel authority. RC Managers and all DND employees, CAF members or other [cardholders](#) who travel for government related purposes must ensure that all delegation principles, financial and travel authorities are applied in accordance with the Delegation of Authorities for Financial

Administration for DND and the CAF (Delegation Instrument) and the relevant travel policy requirements.

- 5.4 The DTEA is an account (not a card) that is arranged with the approved travel service provider for the purchase of common carrier travel tickets for authorized government travel.
- 5.5 In addition to the requirements, responsibilities and standards for travel cards that are set out in the authoritative documents listed at paragraph [3.5](#), this policy identifies the responsibilities for the use of travel cards, as well as the eligibility, restrictions and limitations that apply for DND and the CAF.

Use and Restrictions of Travel Cards

- 5.6 A travel card is to be used solely for:
- Expenses related to authorized government travel; and
 - Pre-approved hospitality-related expenses while on travel status.
- 5.7 A travel card must not be used for contractor travel expenses.
- 5.8 Provincial Sales Tax (PST), as applicable, is payable on travel-related expenses incurred by cardholders while on authorized government travel. DND will reimburse cardholders for PST paid on reimbursable expenses, and in part or full by way of an allowance as prescribed by the applicable travel directive/instruction. (Please see definition for [third party purchases](#)).
- 5.9 While a travel card is the preferred method for paying for authorized government travel, use of the IDTC is not mandatory except for DND executives, CAF senior officers and excluded group employees, as detailed in the procedure documents supporting this policy.
- 5.10 An IDTC cardholder must not use the IDTC for:
- Personal expenses not directly related to authorized government travel;
 - Cash advances not related to authorized government travel expenses; nor
 - Purchasing air or rail transportation tickets.
- 5.11 The DTEC cardholder must not use the DTEC for:
- Personal expenses not directly related to authorized government travel;
 - Cash advances; nor
 - Purchasing air or rail transportation tickets.
- 5.12 The DTEA must be used to purchase common carrier transportation (air or rail) for official government purposes that is arranged through the government approved travel service provider. Exceptions are allowed in emergencies where individuals are unable to reach the travel service provider.
- 5.13 Only in circumstances where the carrier (air or rail) requires the use of the Card Verification Value (CVV), or credit card security code, for booking or making changes

to existing tickets and the DTEA cannot be used due to security reasons, the IDTC or DTEC may be used.

Eligibility

5.14 This section describes the DND eligibility criteria for a travel card.

IDTC

5.14.1 Eligibility criteria includes an expectation that the individual will travel on official government business at least once. The RC Manager assesses this expectation and determines if an individual is eligible for a travel card.

5.14.2 RC Managers may only recommend that an IDTC be issued to the following eligible individuals as the cardholder:

- DND indeterminate employees;
- DND term employees with a minimum of six months continuous employment completed at the time of request;
- CAF members of the Regular Force;
- CAF members of the Reserve Force on Class B or C service with a minimum of six months continuous service completed at the time of the request;
- Indeterminate employee of another Government of Canada department who is seconded or assigned to a DND position;
- Locally engaged staff abroad hired by the Department for an indeterminate period; or
- DND [designated personnel](#) (including the Minister of National Defence (MND)), Parliamentary Secretary to the MND and DND Minister's Exempt Staff.

Note:

- Staff of the Non-Public Funds or employees of Crown Corporations cannot apply for nor use a travel card issued by DND.
- Reserve Force Class A members may be issued an IDTC in exceptional circumstances with the written approval of the Departmental Travel Card Coordinator (DTCC).

DTEC

5.14.3 A RC manager may recommend that a DTEC be issued to a DND indeterminate employee or CAF member of the Regular Forces or other authorized individual for approved travel expenses of groups composed of public service employees, CAF members, or certain non-public service persons (excluding contractors, staff of the Non-Public Funds or employees of Crown Corporations). The DTEC is meant for larger departmental travel purchases and occasions when an IDTC cannot be used, such as for group or VIP bookings. Cash withdrawals are not permitted. Organizations must apply for a DTEC through their local Regional Travel Card Coordinator (RTCC) following appropriate approval requirements.

DTEA

- 5.14.4 A DTEA is an account for the purchase of common carrier transportation issued to a RC manager by the approved travel service provider. The account is arranged through the local RTCC.

Cancelling a Travel Card

- 5.15 A cardholder, DTCC, RTCC, the Regional Departmental Accounting Office (RDAO) Comptroller or the RC manager may request that a travel card be cancelled.
- 5.16 A travel card must be cancelled in the following circumstances:
- The DND employee/CAF member is leaving DND or no longer on active service;
 - The DND employee/CAF member is taking an extended leave without pay for a period greater than 6 months;
 - The DND employee/CAF member no longer requires a travel card;
 - As a consequence of misuse or delinquency, including if the cardholder is not respecting the signed acknowledgment of responsibilities and obligations; or
 - When the travel card is lost, stolen or compromised.
- 5.17 A travel card intended for cancellation should be returned to the RTCC for destruction in accordance with the supporting procedures.

6. Roles and Responsibilities

The responsibilities for travel cards are set out in the authoritative documents listed at paragraph [3.5](#) of this policy. The following sections explain the additional responsibilities that apply for DND and the CAF.

Deputy Minister

- 6.1 The Deputy Minister (DM) is responsible for:
- Establishing an effective departmental governance and oversight framework to ensure a risk-based departmental system of internal financial control over the use of travel cards as a method of payment is established, monitored and maintained;
 - Ensuring RC Managers and the ADM(Fin)/CFO are aware of their responsibilities and have the necessary knowledge to carry them out; and
 - Ensuring that the appropriate delegation of financial and contracting authorities for the use of travel cards is in place.

Assistant Deputy Minister (Finance)/Chief Financial Officer

- 6.2 The Assistant Deputy Minister, (Finance)/Chief Financial Officer (ADM(Fin)/CFO) is responsible for:
- The responsibilities of the ADM(Fin)/CFO with respect to travel cards that are described in the TB Directive on Payments, section 4.8, "Payment by Travel Cards" and "Appendix C: Standard on Travel Cards";
 - Approving this policy;

- Ensuring the appropriate and legitimate use of travel cards within DND/CAF where feasible and in accordance with authoritative direction;
- Overseeing the implementation and monitoring of this policy; and
- Ensuring that corrective actions are taken to address instances of non-compliance with this policy by a civilian, or in the case of a CAF member, notifying the military chain of command that corrective actions must be taken.

Level 1 Advisors

6.3 Level 1 (L1) Advisors (Assistant Deputy Ministers and Military L1's) are responsible for:

- Ensuring that this policy is properly applied within their organization.

Director General, Strategic Financial Governance

6.4 The Director General, Strategic Financial Governance (DGSFG) is responsible for:

- Ensuring that this policy takes into consideration the unique situations and circumstances of the DND/CAF;
- Ensuring that the DND/CAF financial management and related systems adequately support the management of the travel card program; and
- Bringing to the attention of the ADM(Fin)/CFO any significant compliance issues with this policy that they become aware of and providing recommendations on how to address them.

Director, Financial Policy

6.5 The Director, Financial Policy (DFP) is responsible for:

- Defining and developing financial policies in support of the use and control of travel cards; and
- Providing financial policy interpretation and clarification when appropriate.

Director, Financial Controls

6.6 The Director, Financial Controls (DFC) is responsible for:

- Assessing key financial controls within the procure to payment business process, which includes the travel card program;
- Making recommendations based on the results of the assessments;
- Reporting on the status of the assessments; and
- Tracking and reporting on the status of remediation action plans.

Director General, Financial Operations and Services

6.7 The Director General, Financial Operations and Services (DGFOS) is responsible for:

- Supporting the implementation and overseeing the day-to-day application of this policy by ensuring the appropriate procedures, tools, forms and training are in place; and

- Bringing to the attention of the ADM(Fin)/CFO any significant compliance issues with this policy that they become aware of and providing recommendations on how to address them.

Director, Financial Operations

6.8 The Director, Financial Operations (DFO) is responsible for:

- Leading the implementation and overseeing the day-to-day application of this policy;
- Ensuring that appropriate procedures including forms are developed and implemented to support departmental compliance with this policy;
- Ensuring that departmental compliance with this policy and the supporting procedures are monitored; and
- Bringing to the attention of the DGFOs any significant compliance issues with this policy that they become aware of and providing recommendations on how to address them.

Corporate Departmental Accounting Office

6.9 The Corporate Departmental Accounting Office (CDAO) is the [Departmental Travel Card Coordinator](#) (DTCC), and is responsible for:

- Performing the responsibilities of the DTCC that are described in the TB Directive on Payments, "Appendix C: Standard on Travel Cards";
- Developing and implementing the procedures and forms required to support this policy;
- Coordinating and managing the travel card program in DND;
- Developing a training program and training materials for the travel card program;
- Monitoring potential misuses of travel cards and delinquent accounts;
- Investigating any delays in payment to the travel card issuer and taking corrective action as appropriate;
- Monitoring RDAO compliance with this policy and the supporting procedures;
- Supporting RDAO's with the implementation of this policy;
- Confirming that the IDTC/DTEC cardholder and the DTEA holder has signed the acknowledgement of responsibilities and obligations form before approving the issuance of a travel card;
- Recovering, in a timely manner, all charges from the cardholder that the Department pays on their behalf;
- Liaising with the travel card issuer to ensure smooth operation of the travel card program; and
- Promptly paying departmental travel expense card statements that are billed directly to the Department in accordance with the travel card issuer contract and departmental policies for Account Verification and Manage Payments.

Level 1 Comptrollers

6.10 Level 1 (L1) Comptrollers are responsible for:

- Ensuring that all staff involved in the use or support of travel cards receive adequate training and support in order to implement this policy;
- Ensuring that compliance with this policy is monitored within the L1 organization;
- Ensuring that all procedures and controls related to travel cards are working effectively; and
- Reporting any issues with the travel card program and making any suggestions for improvement to CDAO for their consideration.

Regional Departmental Accounting Office Comptrollers

6.11 Regional Departmental Accounting Office (RDAO) Comptrollers are responsible for:

- Administering the departmental travel card program within their region in accordance with this policy and supporting procedures;
- Ensuring that all staff involved in the use or support of travel cards receive adequate training and support in order to implement this policy;
- Appointing an RTCC to administer the travel card program within their region, and advising CDAO of their appointment and any subsequent changes;
- Performing the review of travel card use and compliance at least annually or as directed by the DTCC;
- Ensuring that an annual review for the need of a cardholder to have a travel card is conducted within their region in accordance with the travel card procedures; and
- Advising and assisting CDAO with the investigation of potential travel card misuse or delinquent accounts or any other travel card issues.

Regional Travel Card Coordinators

6.12 Regional Travel Card Coordinators (RTCC) are responsible for:

- Administering the departmental travel card program within their region in accordance with this policy and supporting procedures;
- Ensuring that the IDTC/DTEC cardholder and the DTEA holder has signed the applicable acknowledgement of responsibilities and obligations form before approving the issuance of a travel card;
- Maintaining a copy of the acknowledgement of responsibilities and obligations form signed by the IDTC/DTEC cardholder and the DTEA holder;
- Maintaining DTEC cardholder and the DTEA holder master data in Defence Resource Management Information System (DRMIS);
- Monitoring the travel card program for compliance in accordance with this policy and supporting procedures;
- Reporting to CDAO and assisting with the investigation of potential travel card misuse or delinquent accounts or any other travel card issues; and
- Assisting with the resolution of travel card errors and discrepancies.

Responsibility Centre Managers

6.13 Responsibility Centre (RC) Managers are responsible for:

- Performing the responsibilities described in the TB Directive on Payments, Appendix C, section C.2.2.3 - Responsibility Centre Managers;
- Within their unit, ensuring the departmental travel cards and travel accounts are used in accordance with this policy and the supporting procedures;
- Determining the need to apply for a DTEC and/or DTEA;
- Recommending a unit DTEC cardholder and/or a DTEA holder, as required, to support the unit's group travel requirements;
- Reviewing and authorizing as appropriate requests for an IDTC;
- Ensuring the IDTC cardholder and DTEA/DTEC holder are aware of their obligations and proper use of their travel card/account;
- Ensuring the IDTC cardholder or DTEA/DTEC holder has signed the applicable acknowledgement of responsibilities and obligations form before using the travel card or taking responsibility for the account;
- Ensuring that the DTEC is cancelled when the cardholder changes units or leaves the department;
- Advising the RTCC when the DTEA holder changes units or leaves the department and re-assigning responsibility as necessary;
- Advising the RTCC that an IDTC cardholder has transferred out of their unit or terminated employment;
- Reviewing and approving that an existing IDTC cardholder who has transferred into their unit should retain their IDTC or request that the IDTC be cancelled;
- Reviewing and reassessing the need for all travel cards issued in their unit on an annual basis or as directed by their RDAO unit;
- Ensuring that expenditure initiation, commitment, and transaction authority procedures are carried out prior to travel card/account use as per FAM Chapter 1016-2, Expenditure Initiation and Commitment Control – FAA Section 32;
- Ensuring that all FAA section 34 account verification and certification procedures are carried out in accordance with FAM Chapter 1016-3, Account Verification – FAA Section 34;
- Certifying the travel card statements billed to their unit in accordance with supporting policies and procedures;
- Ensuring contractors, or other prohibited individuals as described in this policy, do not use DND travel cards or travel accounts; and
- Supporting the DTCC with the investigation of any delays in payment to the travel card issuer and taking corrective action as required.

Individual Departmental Travel Card Cardholders

6.14 Individual Designated Travel Card (IDTC) Cardholders are responsible for:

- Performing the responsibilities described in the TB Directive on Payments, Appendix C, section C.2.2.4 - Cardholders;
- Advising the RTCC when transferring to a new unit;
- Ensuring, when transferring into a new unit, that the new RC manager has formally agreed to the continued issuance of the IDTC travel card;
- Returning travel cards to the RTCC when leaving the department or when requested to do so; and
- Reporting lost or stolen travel cards promptly to the travel card issuer and the RTCC.

Departmental Travel Expense Card Cardholder/Departmental Travel Expense Account Holders

6.15 Departmental Travel Expense Card (DTEC) or Departmental Travel Expense Account (DTEA) Holders are responsible for:

- Performing the responsibilities described in the TB Directive on Payments, Appendix C, section C.2.2.4 - Cardholders;
- Reconciling DTEC and DTEA charges on a monthly basis in DRMIS in accordance with the supporting procedures;
- Using the DTEC and DTEA in accordance with this policy and the supporting procedures;
- Ensuring that they do not perform FAA section 34 certification on any invoice or other proof of payment document, or on a monthly travel card statement on which they used the travel card to make a payment;
- Returning the DTEC to the RTCC and requesting that the DTEC is cancelled when the DTEC holder changes units or leaves the department;
- Ensuring that responsibility for the DTEA is cancelled or re-assigned when the holder changes units or leaves the department;
- Safeguarding the travel expense account numbers/travel cards in accordance with the supporting procedures and the requirements of the Departmental Security Officer; and
- Reporting lost or stolen travel cards promptly to the travel card issuer and the RTCC.

7. Consequences of Non-Compliance

7.1 Under the TB Policy on Financial Management, the DM is responsible for investigating and acting when significant issues regarding policy compliance arise, and ensuring that appropriate remedial action is taken to address such issues within DND/CAF. The TB Framework for the Management of Compliance provides guidance on the considerations for determining the possible mix of consequences, which include the impact of the non-compliance, whether there has been a history of non-compliance, was there intent and other circumstances.

7.2 To support the DM's responsibility under the TB Policy on Financial Management, the ADM(Fin)/CFO or in the case of a member of the CAF, the military chain of command at the ADM(Fin)/CFO's direction, must ensure corrective actions are taken to address instances of non-compliance with this policy. Corrective actions can include a requirement for additional training, changes to procedures or systems, removal or suspension of delegated financial authorities on a temporary or permanent basis, disciplinary action or other measures as appropriate.

8. References

8.1 Legislation

[Financial Administration Act](#)

8.2 Treasury Board and Central Agency FM Policy Instruments

[TB Policy on Financial Management](#)
[TB Directive on Payments](#)
[TB Special Travel Authorities](#)
[National Joint Council \(NJC\) Travel Directive](#)

8.3 DND/CAF FM Policies

[Delegation of Authorities for Financial Administration for the Department of National Defence and the Canadian Armed Forces](#)
[FAM Chapter 1014-4-1, Control of Financial Signing Authorities](#)
[FAM Chapter 1016-2, Expenditure Initiation and Commitment Control – FAA Section 32](#)
[FAM Chapter 1016-3, Account Verification – FAA Section 34](#)
[FAM Chapter 1016-4, Manage Payments – FAA Section 33](#)
[FAM Chapter 1016-7, Departmental Credit Cards](#)
[FAM Chapter 1017-1, Hospitality Expenditures](#)
[FAM Chapter 1017-3, Travel Expenditures](#)
[FAM Chapter 1024-1, Goods and Services Tax / Harmonized Sales Tax](#)
[Policy Memorandum: Use of Government of Canada PST Exemption](#)
[Canadian Forces Temporary Duty Travel Instruction \(CFTDTI\)](#)
[National Defence Security Orders and Directives \(NDSOD\)](#)

8.4 DND/CAF FM Guides, Forms and Other Tools

Note:

- Please see ADM(Fin)/CFO <http://cfo.mil.ca/en/travel-hospitality.page> web site for procedures and tools to which this FM policy relates.

9. Enquiries

- 9.1 Questions on policy interpretation and clarification are to be addressed to the appropriate Comptroller.
- 9.2 If the local Comptroller requires assistance, the question will be escalated through the financial chain of command.
- 9.3 If the L1 Comptroller needs guidance on the matter(s) raised, the L1 Comptroller may contact DFO/CDAO.
- 9.4 If DFO/CDAO needs guidance on the matter(s) raised, DFO/CDAO may contact DFP.

Appendix A – Definitions and Acronyms

Definitions

The following definitions apply to this policy:

Authorized government travel expenses (*Frais de voyage en service commandé autorisé*) Government travel-related charges or cash withdrawals made by the cardholder or authorized person against a travel card or account issued in the name of an individual or the department and in accordance with the requirements and policies issued by the TB and DND.

Cardholder (*détenteur de carte*) In the case of a travel card, an individual named on the card who is authorized to receive and use an IDTC or DTEC in accordance with the requirements and policies issued by the TB and DND.

Departmental travel card coordinator (*coordonnateur ministériel des cartes de voyage*) A departmental official who represents the department in all matters related to its participation in the travel card program and who is responsible for acting as the liaison between Public Services and Procurement Canada and the card issuer.

Departmental travel expense account (*compte ministériel de frais de voyage*) An account used to purchase common carrier transportation that is arranged through a government-approved supplier (no card is issued).

Departmental travel expense card (*carte ministérielle de frais de voyage*) A credit card issued in the name of an authorized individual within a responsibility centre that is to be used for authorized government travel expenses in accordance with this policy.

Designated personnel (*personnel désigné*) Ministers, ministers of state, parliamentary secretaries, and ministers' exempt staff who may be issued a travel expense card to pay for authorized government travel. Designated personnel do not include members of Parliament, non-public servants, students, consultants or Interchange Canada participants.

Government travel (*voyage en service commandé*) All travel authorized by the employer. The term is used to refer to the circumstances under which the expenses prescribed in the NJC Travel Directive or CFTDTI and other relevant travel requirements may be paid or reimbursed from public funds.

Individual designated travel card (*carte individuelle de voyage*) A credit card issued to eligible individuals in accordance with this policy that may be used to pay for authorized government travel expenses or obtain cash withdrawals to pay for authorized government travel expenses.

Third party purchases (*achats de tiers*) are purchases by DND employees/CAF members in the course of authorized government travel including transportation, meals, accommodation, taxi services and incidental travel related expenses. (For

additional information, please see the DFP policy: “Use of Government of Canada PST Exemption” available on the DFP taxes webpage.)

Acronyms

ADM – Assistant Deputy Minister

ADM(Fin)/CFO – Assistant Deputy Minister (Finance)/Chief Financial Officer

CAF – Canadian Armed Forces

CDAO – Corporate Departmental Accounting Office

DFC – Director Financial Controls

DFP – Director Financial Policy

DG – Director General

DGFOS – Director General Financial Operations and Services

DGSFG – Director General Strategic Financial Governance

DM – Deputy Minister of National Defence

DND – Department of National Defence

DTEC – Departmental Travel Expense Card

DTEA – Departmental Travel Expense Account

DRMIS – Defence Resource Management Information System

FAA – *Financial Administration Act*

FAM – Financial Administration Manual

FM – Financial Management

IDTC – Individual Designated Travel Card

L1 – Level One

NJC - National Joint Council

PST – Provincial Sales Tax

RC – Responsibility Centre

RDAO – Regional Departmental Accounting Office

TB – Treasury Board

CFTDTI – Canadian Forces Temporary Duty Travel Instruction