

DUTY TRAVEL PROVISIONS

1. Definition of Official Travel

- a. Travel is considered to be official when an employee for the purpose of
 - carrying out duties
 - attending training courses in the interest of the unit
- b. The Starting point for calculating the distance from the place of employment is the point at which employees are regularly employed or from which they set out to regularly perform their duties.

2. Duration of Duty Travel

- a. Duty travel starts on leaving from the authorised starting point. The starting point for beginning duty travel can be a point outside of the permanent place of work (e.g. the employer's house). The employee's house as meant by this provision is the house from which the employee leaves on a regular basis to pursue his employment. Duty travel ends on return to the point authorised by the unit (place of employment or authorised starting point).
- b. After completing the outward duty the employee is obliged to continue his travel or return on the same day, if the duties or the outward journey plus duties do not exceed 10 hours and the employee can reach the destination by 22.00 hours.
- c. The employee will report any interruption in duty travel/detached duty to his/her employing unit without delay. Leaving the temporary duty station (municipal district) in his/her spare time shall not constitute an interruption of duty travel.
- d. The day of travel will be the calendar day.

3. **Pay during Official Travel**

- a. The employee shall continue to be paid his/her earnings for the regular hours of work as laid down in his/her employing unit from the beginning to the end of the duty travel. Any overtime, work at night, work on Sundays and on public holidays as defined in SI BFG 6200, performed during duty travel shall be compensated in accordance with the relevant provisions.
- b.
 - (1) Traveling time is not working time. It will therefore not be taken into consideration when assessing overtime, work at night, work on Sundays and work on public holidays.
 - (2) Traveling on Sundays and on public holidays may be ordered only to the extent which is absolutely necessary.
 - (3) Employees who are instructed to undertake an official journey on a Saturday, Sunday or public holiday on which they are not scheduled to work, shall receive Compensation in accordance with current provisions
- c. at the instigation of the employing unit, as part of their duties.

4. **Reimbursement of Travel Expenses**

- a. The employee shall receive the following compensation for expenses caused by official travel
 - (1) travel expenses
 - (2) subsistence allowance (day allowance; overnight allowance)
 - (3) compensation subsidiary expenses on receipt.
- b. Unless a specific route/a specific means of transport has been prescribed, the employee will use the most economical route/most economical means of transport – even when considering the travel allowance.
- c. The cost of food and accommodation during duty travel will be met from the travel allowance.

Travel allowance will not be paid for time spent at a place of residence of the employee or at a distance of less than 15 kms (shortest usable road) from an employee's residence.
- d. Reimbursement of subsidiary expenses will extend to unavoidable expenses required for carrying out the outward duty or of the duty travel.
- e. The employee will submit his/her claim for travel expenses immediately following the completion of duty travel - enclosing the necessary documentation.