

ADMINISTRATIVE GUIDELINES
BC/YUKON REGION ADVANCED TRAINING SCHOOL
April 15-18, 2020
Fairmont Empress, Victoria, BC

TRANSPORTATION

Stewards can claim the lesser of the actual kilometres x .54 cents driven or the rate of \$700.00 (round trip), which is based on Air Canada Flight Passes and ground transportation.

Compensatory salary and meal expenses will be reimbursed based on travel by plane.

This is based on the PIPSC Travel Policy Schedule A, effective January 1, 2020. New rates are expected on April 1, 2020.

Any car rental requests require pre-approval.

Once we have confirmed your registration by e-mail **and** you require air travel arrangements **only**, please contact BCD Travel in Ottawa at 1.866.768.7624 or by e-mail at pipsc@bcdtravel.com to reserve your flights.

Additional costs due to driving (rather than flying), such as meals, time missed from work and accommodation incurred during transit, will be at the responsibility of the traveller. Refer to the PIPSC Travel Policy available on our website at www.pipsc.ca for further information. If you have any questions regarding the PIPSC Travel Policy, please inquire prior to making your travel arrangements.

ACCOMMODATION

The hotel and training coordinates are:

Fairmont Empress
721 Government St, Victoria, BC V8W 1W5
1.800.257.7544 (reservations)
250.384.8111 (phone)

It is expected that the majority of stewards will be able to travel on Wednesday morning in order to arrive at the training on time for the 1400 commencement. As the training concludes at noon on Saturday, it is also expected that all participants will travel home that day. Requests for additional accommodation will be reviewed in accordance with the PIPSC Travel Policy.

The Vancouver office will book your room nights at the hotel for the date of your arrival, **once we confirm your attendance by e-mail**. The room rate is based on single or double occupancy. If you wish to bring your spouse/significant other and/or children, please inform us on your registration form.

The cost of the hotel will be paid by the Institute through a master account. All incidental expenses are to be paid by the steward.

Rooms will be guaranteed to the Institute for late arrival. Please be aware that **PIPSC will be charged in full for any rooms cancelled after April 1, 2020, regardless of whether or not they are used.** We ask that you be mindful of this fact when completing your registration form, as we have had to pay for rooms after individuals decided to leave early.

If you have to cancel your attendance before April 1st, please notify Patricia Fung immediately at 604 688.8238 or 1.800.663.0485, extension 7820 or e-mail at pfung@pipsc.ca.

Should you have to cancel at the last minute, ie. on April 15th, or leave earlier than what you had advised, please contact the hotel directly to cancel your reservation, as well as notifying Patricia Fung. Failure to do so may result in you being charged for the room, as per the attached excerpt from the Travel Policy:

Part F - Accommodations

5. Hotel Accommodations Cancellations

5.1. When travel plans change and the accommodations will not be required, the member shall ensure that reservations are cancelled either through the Institute staff resource, the Institute travel agent or directly with the commercial establishment(s) as appropriate. Proof of cancellation shall be obtained (i.e., cancellation number and agent's name).

5.2. In cases where a charge is incurred due to the member's negligence, (e.g., failure to cancel a guaranteed reservation), the Institute shall recover the cost from the member. Where members are billed directly, they shall be responsible for making such payments.

MEALS

PIPSC will provide meals as follows:

Thursday – breakfast, lunch
Friday – breakfast, lunch, dinner
Saturday – breakfast

PIPSC will be hosting a reception at 18:00 on Wednesday and dinner at 1800 on Friday. We encourage you to attend the reception and dinner and meet your fellow stewards in a more social environment.

If you wish to opt out of the dinner on Friday, you must advise us no later than **Wednesday, April 1, 2020**, or this meal allowance will **not** be reimbursed.

SPOUSE/SIGNIFICANT OTHER AND/OR CHILDREN

A spouse/significant other and/or child of the steward is welcome to attend the dinner on Friday night.

Dinners at the hotel cost the Institute approximately \$85 per person plus gratuity and tax. We are offering this meal to spouses and significant others for \$25. Children attending the dinner will be charged as follows: for those 12 and under, they will be served chicken fingers, fries,

veggies and dip and ice cream at a cost of \$10.

Children 13 and over will be served the adult dinner for \$25. If your child is 12 and under, but would like to eat the adult meal, the charge will be \$10.

Please be aware that if you have confirmed your attendance to this dinner and your plans change, you must advise the Vancouver office no later than **April 1, 2020**; otherwise you will be charged for the meal(s) for **you and your guests**. It is easier to add numbers than to subtract them, so if you are unsure of your plans, please advise us on your registration form.

It has unfortunately become necessary to implement this new policy, due to an ever increasing number of last minute cancellations and no shows at meals. This escalates the costs to the Institute, as there is no refund on guaranteed meal numbers.

PARKING

Parking at the hotel is \$25 plus tax per vehicle per night. Rate includes in-out privileges until 4pm on your check out date.

COMPENSATION FOR LEAVE

Institute policy allows for compensating participants who use vacation, compensatory leave or leave without pay for attendance at training sessions. Compensation is also allowed when such leave is required to travel to the course. The participant must provide a completed employer's leave form authorizing the leave and complete a PIPSC Compensatory Salary Claim form available on the website.

Salary compensation will be provided for up to three (3) days on Wednesday, Thursday and Friday, including reasonable travel time, except in the case of shift workers who will be reimbursed for appropriate shifts due to their attendance at the training. Reasonable travel time is defined as the amount of time that it takes to get from your home or work to the training location by the most direct manner with no stops.

OTHER

Dependent, child or other care expenses will be paid by the Institute where receipts are provided and in accordance with PIPSC policy.

If, for any reason, you expect to deviate from these guidelines you must notify us in advance. Please do not hesitate to call or e-mail Patricia Fung if you require further information regarding this training activity.