

Public Service Alliance of Canada Ontario (PSAC ON) Education Travel Policy

The PSAC ON Travel Policy will not contravene the PSAC National Travel Policy.

Effective: July 8, 2024. Last Edit: April 29, 2026.

Basic Education Courses (Full Day)

- A. Participants who live 60 km or less from the training location will receive \$60/day.
- B. Participants who live between 61 km and 125 km from the training location will receive \$60/day plus round-trip mileage per day OR the cost of round-trip ticketed transportation for each day of the course.
- C. Participants who live over 125 km away from the training location will be placed on travel status upon approval.

*If there is uncertainty about whether a participant falls between A, B, or C, the Regional Education Officer (REO) will decide, based on the best available data.

Online Education

- Participants will receive \$25 for each three-hour period per the National Online Education Policy.

Advanced Courses

- Information on expense entitlements for Advanced Courses (ie. Fall School and geographically based offerings) will be outlined in the call-out letters for the Advanced Courses.

Other In-Person Education

- Entitlements will be set out in the outline of the event.

Inter-Regional Office (RO) travel for basic education

Travel for inter-RO basic education will only be approved in extenuating circumstances. Extenuating circumstances may include a combination of the following:

- The member's home address is closer to the RO providing the training than to their assigned RO.
- Fulfillment of prerequisites for upcoming advanced courses, if reasonable and justifiable.
- Emergency needs, on a case-by-case basis.

*Costs of Inter-RO Education will be covered by the member's assigned RO. Inter-RO Education will require agreement from both the member's assigned RO and the RO delivering the education.

Definitions:

Basic Education Courses: Talking Union Basics, Grievance Handling, Local Officers, and Duty to Accommodate

Online Courses: Any course or workshop provided online.

Advanced Courses: Multi-day courses, generally provided in residence over several days.

Other In-Person Education: Workshops and full-day courses, other than basic, online, and advanced courses, that are provided in the RO.

Inter-RO training: Training attended by a member in an RO other than their assigned RO.

Assigned RO: The Regional office to which a member is assigned by virtue of their work (physical) location.