

Travel Assistance Protocol (USA)
(Shutdowns / Turnarounds)
General Presidents' Agreement (GPA) and
National Maintenance Agreement (NMA)
ACTIMS Owners Maintenance
Projects in Alberta

- 1) This protocol applies to employees and ACTIMS contractors working on ACTIMS owners maintenance projects located in the Wood Buffalo and Fort Saskatchewan Regions who are signatory to the GPA and or NMA collective Agreements;
- 2) This protocol is provided as a guideline for the ACTIMS Contractor and ACTIMS owner community and is an attempt to provide a predictable travel assistance standard, as it applies to attracting a skilled, qualified, professional craft workforce to the respective ACTIMS maintenance, shutdown/turnaround projects;
- 3) It is acknowledged that this protocol is outside the respective collective agreements, thus it contains no collective agreement obligations.

The following are deemed to be appropriate undertakings in today's Alberta GPA & NMA maintenance marketplace, as it relates to travel assistance for the ACTIMS owners maintenance, shutdown/turnaround projects:

TRAVEL ASSISTANCE PROTOCOL:

Conditions of Payment:

The following general conditions will apply for travel assistance to ACTIMS owner's maintenance, shutdown/turnaround projects located in the Wood Buffalo and Fort Saskatchewan regions.

Travel from all Locations:

- Must reside outside of Canada to obtain travel assistance.
- Must show proof of applicable travel cost i.e. tickets, gas receipts, hotel expense, etc. (original receipts required)

Qualifying Travel: Candidates for travel assistance must travel from their home local area. Proof of travel will be required (original receipts required).

Note: TFWs who are working on other projects in Alberta will not qualify for travel assistance.

Alcohol & Drug Testing: Workers must have successfully passed a drug and alcohol test that complies with the requirements under the Canadian Model Policy prior to being paid any travel assistance. It is recommended that workers complete such tests before booking travel.

CSTS: Must possess current Construction Safety Training System Certificate prior to being paid any travel assistance.

Return Travel Assistance: Employees will be paid their return travel assistance on the pay cheque following their termination (original receipts required).

General:

- For welders who accept calls for the Wood Buffalo Region (WBR) and are required to test in Edmonton and qualify for this travel assistance will be allotted one (1) to two (2) days living out allowance (LOA), in the amount of one hundred and ten (\$110.00) dollars each day, depending on job testing requirements and successful completion of the test.
- All travel payment amounts outlined below will be made in Canadian funds.

**Travel Assistance Amounts
(Wood Buffalo and Fort Saskatchewan Regions):**

The following travel assistance amounts are designed to recover all or most of the expected costs from the worker's home local area in the USA to Fort McMurray and Edmonton, Alberta, Canada. **Travel assistance amounts are based on average economy airfare booked one week in advance, including applicable taxes from major airports in the respective area to Fort McMurray and Edmonton.** The travel assistance are fixed amounts and no additional amounts will be paid for any other expenses the worker may incur coming to the job site or returning.

Whenever possible, Unions should send information respecting these workers directly to the site they are dispatched to in advance of their arrival at site.

TABLE 1 – Travel Assistance to Edmonton from USA:

	Zones	Initial In	Terminal Out
Washington State, Oregon, Idaho, Montana and Wyoming	2	\$370	\$370
Nevada, Utah, Colorado, North Dakota, South Dakota, Nebraska and Kansas	3	\$420	\$420
California, Arizona, New Mexico, Minnesota, Wisconsin, Iowa, Missouri, Illinois, Arkansas, Oklahoma and Alaska	4	\$520	\$520
Texas, Michigan, Ohio, Indiana, Kentucky, Tennessee, Louisiana, Mississippi, Alabama	5	\$570	\$570
Georgia, South Carolina, North Carolina, West Virginia, Virginia, Pennsylvania, New York, Maine, Massachusetts, Rhode Island, Connecticut, New Hampshire, Maryland, New Jersey, Vermont, Delaware and District of Columbia	6	\$620	\$620
Florida	7	\$720	\$720
Hawaii	8	\$820	\$820

Table 2 – Travel Assistance to Fort McMurray from USA:

	Zones	Initial In	Terminal Out
Washington State, Oregon, Idaho, Montana and Wyoming	2	\$545	\$545
Nevada, Utah, Colorado, North Dakota, South Dakota, Nebraska and Kansas	3	\$710	\$710
California, Arizona, New Mexico, Minnesota, Wisconsin, Iowa, Missouri, Illinois, Arkansas, Oklahoma and Alaska	4	\$665	\$665
Texas, Michigan, Ohio, Indiana, Kentucky, Tennessee, Louisiana, Mississippi, Alabama	5	\$835	\$835
Georgia, South Carolina, North Carolina, West Virginia, Virginia, Pennsylvania, New York, Maine, Massachusetts, Rhode Island, Connecticut, New Hampshire, Maryland, New Jersey, Vermont, Delaware and District of Columbia	6	\$770	\$770
Florida	7	\$875	\$875
Hawaii	8	\$1125	\$1125

Note 2: It is understood that USA TFWs will generally fly economy airfare (booked at least one (1) week in advance) to reach their Alberta, Canada destination. In the event that the economy airfare is greater, due to marketplace conditions, (acceptable proof provided) than the applicable amount shown in the above “Table”, the individual will be reimbursed the economy airfare.