



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## FINANCIAL POLICY

### 2.0 FINANCIAL

#### 2.05 EMPLOYEE TRAVEL - IN-PROVINCE

##### **Purpose**

To provide direction for the completion, authorization and payment of in-province travel expense claims for Saskatchewan Information and Privacy Commissioner (IPC) employees.

##### **Policy**

An employee is required to complete a Travel Expense Statement as soon as possible after a travel-related expense has been incurred.

Employees are eligible for meal per diems and reimbursement for expenses incurred at the same rate as executive government as summarized in the IPC Travel Rates Document. In the event there is a discrepancy between the Travel Rates Document and the rates being used by executive government, the posted executive government rates will be used. Travel rates used for reimbursement will be the rates in effect on the date traveled.

Employees are responsible for selecting a reasonably economical, safe and efficient mode of travel and accommodation by considering expenses, practicality, availability, loss of employee time and time restrictions.

Employees may utilize a private vehicle\* or CVA when travelling for pre-planned IPC business. Under normal circumstances, the IPC will not require an employee to use their personal vehicle for business related travel but may request this if warranted by urgent circumstances.

*\*Employees are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on IPC business, including licensing and insurance.*

## Approval of the Commissioner

Approval or pre-approval of the Commissioner is required for the following expenses:

- Travel over \$1000
- Excess meal rates
- Exceptional expenses
- Vehicle usage
- Any exceptions to this policy

A pre-approval can be attached to the expense claim or invoice, or the Commissioner may sign directly to approve those items once received.

Approval of the Commissioner's travel expenses is delegated to the Deputy Commissioner or the Executive Director of Corporate Services.

**Note:** for more information on per-diems, claiming expenses and the process for approval of travel please see the IPC Guidelines for Policy 2.05 Employee Travel – In-Province and IPC Travel Rates.

## Authority

*The Freedom of Information and Protection of Privacy Act, section 43.1*

## Influencing Sources

*The Financial Administration Act, 1993*

The Financial Administration Manual

Saskatchewan Public Service Human Resource Manual, Section 601

IPC Guidelines for Policy 2.05 Employee Travel – In-Province

IPC Travel Rates