



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.

For intra-city travel, either a Travel Expense Statement or an Intra-City Travel Expense Statement may be used. Subject to a minimum allowance of \$5.00 per day, the reimbursement rate for intra-city travel is \$1.50 per hour for actual usage, to a maximum of \$6.00 per day, or the approved kilometre rate as indicated in the IPC Travel Rates.

Employees are reimbursed for expenses incurred on IPC business in accordance with the rates being paid within executive government. Travel rates used for reimbursement are the rates in effect for the date traveled.

The Commissioner may approve actual and reasonable meal expenses for employees that are in excess of the meal allowances outlined above. Such expenses must be supported by receipts and incurred by employees in exceptional circumstances in the conduct of IPC business while employed away from their headquarters.

Employees are responsible for determining the most economical mode of travel and accommodation by considering expenses, loss of employee time and time restrictions. Any exceptions to this policy must be preapproved by the Commissioner.

IPC employees are to use Central Vehicle Agency (CVA) vehicles for travel on IPC business at all times. All CVA bookings must be preapproved by the Commissioner. Please forward preapproval to the Director of Operations as it may be needed for auditing purposes. If CVA vehicles or public transportation are not available, practical or economical for the IPC, alternate arrangements will be made by the Director of Operations. See IPC Guidelines for Policy 2.05 Employee Travel – In-Province for additional guidance in claiming expenses.

IPC meal per diems, accommodation rates and travel allowances can be found in the IPC Travel Rates Document.

Lost/Missing Receipts

In rare circumstances where a receipt that is required is lost and cannot be replaced, payment without supporting documentation may be made if approval is obtained from the Commissioner. Documented approval must be forwarded to the Director of Operations.

Approval of Travel Expense Statements

Employees are required to complete a Travel Expense Statement for reimbursement of travel expenses. Travel Expense Statements are signed by the employee and by the individual responsible for checking calculations (Section 30). The approval of the Commissioner (Director of Compliance in the absence of the Commissioner) is required under section 31.

If applicable, a copy of the signed Training and Professional Development Request and Approval Form must be attached to the completed Travel Expense Statement. Section 31 is not required on these Travel Expense Statements provided the expenses are within the costs outlined in the signed approval form.

Approval of the Commissioner

Approval of the Commissioner is required for the following expenses:

- All out of province travel;
- Travel over \$1000;
- Excess meal rates;
- Exceptional expenses;
- CVA usage.

Approval of the Commissioner's travel expenses is delegated to the Director of Compliance or the Director of Operations.

Note: for more information 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