



Office of the  
Saskatchewan Information  
and Privacy Commissioner

## FINANCIAL POLICY

### 2.0 FINANCIAL

#### 2.06 EMPLOYEE TRAVEL – OUT-OF-PROVINCE

##### **Purpose**

To provide direction for the completion, authorization and payment of out-of-province/country 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.

The IPC has adopted the federal government meal rates and meal gratuities for employees travelling out of country. Employees traveling out-of-country are eligible for a flat rate per incidental allowance for each day or partial day spent out of country.

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.

Air travel must be booked using the air billing account, unless the employee traveling has a p-card issued under their name. Air travel must be booked in coordination with the Executive Coordinator or the Manager of Administration, and the Executive Director of Corporate Services.

## Approval of the Commissioner

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

- All out-of-province / out-of-country travel expenses;
- All air travel;
- Travel advances;
- Advanced departure/delayed return travel;
- 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 expense 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 2.06 Employee Travel – Out-of-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 2.06 Employee Travel – Out-of-Province

IPC Travel Rates