



Office of the
Saskatchewan Information
and Privacy Commissioner

FINANCIAL POLICY

2.0 FINANCIAL

2.06 EMPLOYEE TRAVEL – OUT OF PROVINCE / OUT OF COUNTRY

Purpose

To outline travel policies and related procedures for Saskatchewan Information and Privacy Commissioner (IPC) employees with respect to out of province and out of country travel.

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 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.

All out-of-province / out of country travel expenses require preapproval from the Commissioner. A Training and Professional Development Request and Approval Form must be completed.

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.

See **Guidance Document for Employee Travel Out of Province / Out of Country** for additional guidance in claiming expenses.

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

Rate Information Document.

The IPC has adopted the application of the federal government meal rates and meal gratuities for employees travelling out of country. Rates are obtained through the National Joint Council and can be obtained at http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng.

The incidental allowance amount may be claimed for each day or part day that the employee is in travel status and applies to all out of country travel. The incidental allowance is a flat daily amount that is set by the National Joint Council. No receipts are required. Please contact the Director of Operations for current rates.

See IPC Guidelines for Policy 2.06 Employee Travel – Out-of-Province for additional guidance in claiming expenses.

Travelling in Advance of a Conference

If travelling in advance of attending a conference for “personal reasons”, the average cost of a round trip flight must be used for reimbursement.

If for business requirements an employee needs to arrive a day earlier for a conference, the cost of the extra night’s accommodation will be covered and any meal expenses on that day.

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.

Issuance of Travel Advances

An employee who travels infrequently may request a one-time advance, up to two weeks before travelling provided it is within the same fiscal period. The amount of the advance is determined by the expenses normally incurred and the frequency of travel. To request a travel advance, the employee prepares a Request for Payment form. Approval by the Commissioner is required for the advance before payment is made. Employees account for expenses relating to the advance by completing a Travel Expense Statement immediately upon the conclusion of the trip. The amount of the claim is applied against the advance. The employee receives a reimbursement to the extent that the travel expenses on the Travel Expense Statement are greater than the amount of the advance. Any excess of the advance over the travel expenses is immediately due from the employee. When this is received, the Director of Operations deposits the payment and applies it against the advance.

Recovery of Travel Advances

The Director of Operations is responsible for implementing controls to ensure travel advances are deducted from Travel Expense Statement totals. Outstanding travel advances will be reviewed on a periodic basis to ensure one-time advances are cleared.

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 or Director of Operations 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 / out of country travel;
- Travel over \$1000;
- Excess meal rates;
- Exceptional expenses;
- CVA usage.

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

Note: for more information 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