

Part: **Public Money and Property**
 Section: **General Revenue Fund and Revolving Funds**
 Subsection: **Payments from the GRF**
 Policy: **Air Billing Accounts**

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Air Billing Accounts

Objective

The objective is to provide a mechanism to streamline the payment of air travel.

Authority

The Financial Administration Act, 1993, section 28

Definitions

An **air billing account** is an account with the purchase card bank that is used to charge air travel. It works like a credit card, except there is no physical card. Air billing accounts allow air travel charges to be tracked by employee and destination. Air billing accounts are issued to organizational units.

The purchase card bank is the financial institution contracted to provide the purchase cards and online software for the Government's Purchase Card Program. Currently the Government's purchase card bank is the Bank of Montreal.

A corporate account is a segregated account established with the purchase card bank to provide for different types of billing and payment arrangements.

The billing cycle is the 4th of the month to the 3rd of the next month.

Provincial Comptroller Directives

- .01 Air billing accounts may be used to pay for airfare through the General Revenue Fund. The use of air billing accounts is not mandatory. The purchase card bank provides travel insurance benefits to all travelers with air travel charged to the account (refer to the [Purchase Card Program intranet site – Travel Insurance](#) for further information).
- .02 Ministries should refer to [Section 3154 Purchase Cards](#) for policies and procedures respecting the use of air billing accounts.
- .03 Minister's Office air billing accounts are required to be set up in a corporate account that is separate from the ministry purchase cards. The monthly statement for these accounts is paid separately from the monthly ministry purchase card payment. A separate reconciliation and payment process is required for these accounts due to the requirement to report ministers' travel in the Public Accounts. Refer to [Section 2010 Reporting Payee Details in the Public Accounts](#).

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.04 Ministries are required to ensure the following processes are in place for the air billing accounts included in the Minister's Office Air Billing corporate account:

- **Monthly reconciliation of air billing account statement**

This reconciliation should include:

- ensuring the validity and accuracy of all charges and other transactions;
- investigating all charges in dispute;
- ensuring prior months' payments are accurately applied to the account; and
- review and approval of the reconciliation by the Corporate Services Head or delegate.

- **Prompt payments**

Ministries are to pay air billing account statements in full and on time each month to avoid interest charges.

Ministries must pay within 21 days of the end of the billing cycle (i.e., the 24th of the month, or first business day thereafter). Refer to [Section 3152 Interest on Late Supplier Payments](#).

.05 Ministries are responsible for implementing procedures to ensure there is adequate control over air billing account numbers. Air billing account numbers should only be provided to the ministry's travel agency or to an employee that has been given the authority to book air travel. Account numbers must not be provided to unauthorized users.

References

[3100 Payments from the GRF](#)

[3101 GRF Payment Responsibilities](#)

[3152 Interest on Late Supplier Payments](#)

[3154 Purchase Cards](#)

[4405 Employee Travel](#)

[4430 Ministers' Travel and Business Expenses](#)

[4435 Frequent Flyer Points](#)

[Government of Saskatchewan Purchase Card Program Spend](#)

[Dynamics Cardholder/Reconciler User Guide](#) (Provincial Comptroller)

[Government of Saskatchewan Purchase Card Program Spend](#)

[Dynamics Approver/Manager User Guide](#) (Provincial Comptroller)

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[Government of Saskatchewan Purchase Card Program Spend Dynamics Ministry Card Coordinator User Guide](#) (Provincial Comptroller)