

Part: **Public Money and Property**
 Section: **General Revenue Fund and Revolving Funds**
 Subsection: **Payments from the GRF**
 Policy: **Travel Cards**

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Travel Cards

Objective *The objective is to provide a mechanism to streamline the payment of travel and business expenses by providing for the use of individual paid travel cards.*

Authority *The Financial Administration Act, 1993, clauses 5(a) and 5(e), subsection 10(2) and sections 22 and 28*

Definitions A **travel card** is a credit card issued by the purchase card bank provided for ministers and employees to use on government business. Travel card invoices are paid by cardholders who are reimbursed for legitimate expenses incurred on government business by completing a travel claim.

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.

- Treasury Board Policy** .01 Ministers and employees of ministries may use travel cards on government business.
- Provincial Comptroller Directives** .02 Employees who travel frequently may apply for a travel card to use on government business. Executive Council is responsible for the application for ministers.
- .03 Travel cards may only be used to pay for travel and business expenses. The purchase card bank provides travel insurance benefits to the cardholder (refer to the [Purchase Card Program intranet site – Travel Insurance](#) for further information).
- .04 Ministries should do their best to minimize use of travel cards by encouraging employees to use a purchase card.
- .05 Ministries should refer to [Section 3154 Purchase Cards](#) for policies and procedures respecting the use of travel cards.

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- .06 Ministry Purchase Card Coordinators (CC) are responsible for administering the travel cards in their ministry. Travel cards are required to be set up in a corporate account that is separate from the ministry purchase cards.
- .07 Cardholders are responsible for making the monthly payment by the date required by the purchase card bank. Cardholders are required to pay the entire balance reported on their monthly account statement.
- .08 Employees are reimbursed for legitimate expenses incurred on government business by completing a travel claim through iExpense or in rare cases a [Travel Expense Statement](#), [Standard Payment Form](#) or [Senior Officials Business Expense Reimbursement](#), as appropriate.
- .09 Ministries are responsible for implementing control processes to monitor and follow up with cardholders on overdue amounts owing to the purchase card bank. Ministries are responsible for establishing policies and procedures for addressing overdue amounts and implementing corrective action when amounts remain unpaid.
- .10 Ministries are required to cancel the travel card and process a payment to the purchase card bank for travel card balances that are more than 180 days past due. The payment should be made once the amount owing has been withheld from the cardholder's next pay cheque.
- .11 Cardholders are responsible for:
- reconciling their receipts to the electronic statement provided by the purchase card bank;
 - reporting any errors or disputed charges within 30 days of the statement date to the purchase card bank;
 - requesting reimbursement of government business travel charges on a timely basis in order to pay their travel card bill on time;
 - paying their account on time; and
 - paying late payment charges assessed on their account.

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- .12 Personal supplier reward program points may not be collected by cardholders on purchases made with their government issued travel card.
- .13 When a cardholder is terminating employment with a ministry, CCs are required to cancel the travel card by the employee's last day of work. In addition, ministries are required to pay the purchase card bank for any outstanding charges owing by the cardholder when they leave the ministry. Ministries are required to process a payroll deduction from the employee's last pay cheque for the amount owing prior to making the final monthly payment to the purchase card bank.
- .14 Seconded employees and other employees who are transferring to another ministry do not have to cancel their travel card. For seconded employees, the travel card may be kept in the home ministry for the duration of the arrangement. If a seconded employee becomes permanent, the travel card will need to be transferred to the other ministry. The Corporate Services Head for both ministries must authorize a request to provide the Government Purchase Card Program Administrator the authority to transfer the travel card to another ministry.

References

[3100 Payments from the GRF](#)

[3101 GRF Payment Responsibilities](#)

[3132 Advances to Individuals](#)

[3136 Travel Expense Claims](#)

[3154 Purchase Cards](#)

[4405 Employee Travel](#)

[4420 Business Expenses for Ministry Officials](#)

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

[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)

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