

Part: **Financial Management and Administration**
 Section: **Treasury Board's General Management Policies**
 Subsection: **Travel and Business Expenses**

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Travel and Business Expenses

Definition

Travel and Business Expenses includes travel and business expenses of those that have provided personal services.

Background

Employees (Saskatchewan Government and General Employees' Union (SGEU), the Canadian Union of Public Employees, Local 600-3 (CUPE, Local 600), and out-of-scope) are reimbursed for travel and sustenance expenses incurred on government business at rates that are in [The Collective Bargaining Agreement between The Government of Saskatchewan and Saskatchewan Government and General Employees' Union \(SGEU Collective Bargaining Agreement\)](#). The SGEU Collective Bargaining Agreement is negotiated between the Public Service Commission (PSC) and SGEU for SGEU employees. The rates are specified in Saskatchewan Public Service Commission Human Resource Manual, PS 601 – Travel Allowances ([PS 601-1](#), [PS 601-2](#), [PS 601-3](#), [PS 601-4](#) and [PS 601-A](#)).

PSC also negotiates [The Union Management Agreement between The Government of Saskatchewan and The Canadian Union of Public Employees, Local 600-3 \(CUPE Collective Bargaining Agreement\)](#). The CUPE Collective Bargaining Agreement is silent with respect to travel and sustenance rates.

Pursuant to *The Public Service Regulations, 1999*, section 83, the rates in the SGEU Collective Bargaining Agreement apply to CUPE, Local 600. SGEU rates also apply to out-of-scope employees.

Pursuant to the SGEU Collective Bargaining Agreement, any increases in the meal allowance rates and the maximum metered parking cost without receipts in paragraphs .04 and .05 of Section 3136 Travel Expense Claims will be made under the authority of Treasury Board and will be reflected in the collective agreement and become the new base rate.

Specific direction exists regarding travel for ministerial assistants, judges and Members of the Legislative Assembly (MLAs) through *The Ministerial Assistant Employment Regulations, 1993*, section 5 of *The Justices of the Peace Regulations, 1989* and the Board of Internal Economy directives for MLA travel.

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For travel expenses of appointees to boards, commissions and committees, refer to [Section 5010 Travel and Other Expenses \(Boards, Commissions and Committees\)](#).

Authority

The Financial Administration Act, 1993 (FAA) allows Treasury Board to make orders and issue directives with respect to its duties under section 4 of the FAA (e.g., relating to the finances, the administrative policy and management practices, and the accounting policies and practices of the Government) (clause 5(a)).

The FAA allows the Provincial Comptroller to issue directives detailing the manner in which Treasury Board orders and directives are to be complied with (subsection 10(2)).

Treasury Board Policies

For out-of-scope and CUPE, Local 600 employees, Treasury Board has also approved a policy for actual and reasonable meal expenses in excess of the meal allowances set out in the SGEU Collective Bargaining Agreement and paragraph .04 of Section 3136 Travel Expense Claims. For details, refer to [Section 4405 Employee Travel](#).

Treasury Board also has approved the following travel-related policies for employees:

- [Section 4410 Interview Expenses](#) for prospective employees;
- [Section 4415 Geological Survey Parties](#);
- [Section 4435 Frequent Flyer Points](#);
- [Section 4440 Private Aircraft](#); and
- [Section 4445 Fines for Parking and Traffic Offences](#).

Refer to [Section 4420 Business Expenses for Ministry Officials](#) for details on business expenses for senior ministry officials and others.

Refer to [Section 4430 Ministers' Travel and Business Expenses](#) for the policy regarding expenses for ministers and legislative secretaries.

Refer to [Section 4425 Banquet Expenses](#) for the policies for hosting a banquet.

Applicability

These policies apply to ministries. Some policies have a broader applicability as specified in the policies.