

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

Number: **4405**
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Employee Travel

- Objective** *The objective is to outline travel policies and related procedures for employee travel.*
- Authority** *The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*
- Applicability** This policy applies to ministries.
- Treasury Board Policy**
- .01 Out-of-scope employees are reimbursed at the same rates for travel and sustenance as Saskatchewan Government and General Employees' Union (SGEU) employees, unless otherwise provided in policy. SGEU travel allowance rates are set out in [The Collective Bargaining Agreement between The Government of Saskatchewan and Saskatchewan Government and General Employees' Union](#).
 - .02 The permanent head may approve actual and reasonable meal expenses for out-of-scope and Canadian Union of Public Employees, Local 600-3 (CUPE, Local 600) employees that are in excess of the meal allowances set out in the SGEU Collective Bargaining Agreement. Such expenses must be supported by receipts and incurred by employees in exceptional circumstances in the conduct of government business while employed away from their headquarters.
 - .03 All out-of-province travel requires approval from the permanent head or delegate.
 - .04 Ministries are responsible for determining and using the most economical mode of travel, considering expenses, loss of employee time and time restrictions.
 - .05 Rental of parking stalls and the purchase of parking permits for government business are at the discretion of the permanent head.
- Provincial Comptroller Directives**
- .06 Employees (SGEU, CUPE, Local 600 and out-of-scope employees) are reimbursed for expenses incurred on government business (e.g., accommodation, meals and other expenses such as parking, telephone, etc.) at rates that are in the SGEU Collective Bargaining Agreement and specified in the Saskatchewan Public Service Commission Human

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Resource Manual as follows:

- [PS 601-1 Intra-City Travel and Parking](#);
- [PS 601-2 In Province – Vehicle, Lodging, Meals and General Expenses](#);
- [PS 601-3 Out of Province – Travel, Lodging, Meals and General Expenses](#);
- [PS 601-4 Travelling By Air](#); and
- [PS 601-A Appendix – Travel Allowances](#).

- .07 Approval for excess meal rates in accordance with .02 of this policy should be given only when the authorized official is satisfied that the allowance is insufficient to compensate employees.
- .08 To prevent unauthorized out-of-province travel, obtaining approval in writing prior to departing for an out-of-province trip is recommended.
- .09 Ministries should ensure economy in employee travel, including consideration of the following:
- Employees are expected to request the least expensive room of the hotel/motel chosen.
 - Employees should use the most inexpensive parking option.
 - Wherever possible and practical, a Central Vehicle Agency (CVA) vehicle or a rental vehicle through the Daily Rental Program (DRP) should be used for highway travel.
 - The use of hired or rental transportation, other than through the DRP, may be allowed providing it is used when a more economical or convenient means of transportation is not available. Approval must be obtained from the permanent head or delegate and full particulars must be indicated on the travel expense claim.
 - If charter aircraft is used where a more economical mode exists (e.g., scheduled airlines), ministries are required to submit a statement outlining the reasons for the extra expenses, for the approval of the permanent head or delegate.

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- .10 Reimbursement for modes of transportation that are owned by the employee and authorized for government business use may be made as follows:
- Automobile – For details on the policy for use of a personal vehicle on government business, refer to PS 601 of the Saskatchewan Public Service Commission Human Resource Manual ([PS 601-1](#), [PS 601-2](#), [PS 601-3](#), and [PS 601-A](#)).
 - Private Aircraft - For details on the policy regarding private aircraft, refer to [Section 4440 Private Aircraft](#).
 - All-terrain vehicle (ATV) – The application of the SGEU Collective Bargaining Agreement is extended to all terrain vehicles. When an ATV is required to perform the duties of a position and a government-owned or rented ATV is not available, the permanent head or delegate may authorize the use of a private ATV. The current commercial rental rate associated with the ATV is to be used (operator and related surcharges are not to be included).
 - Other - The permanent head may approve special rates for modes of transportation that are owned by the employee and authorized for government business use, other than those modes of transportation listed above.
- .11 Claims for registration fees for conferences or conventions away from headquarters may be made on a travel expense claim. Prior approval by the permanent head or delegate is required for attendance. Expenses, at Saskatchewan Public Service Commission rates, may be claimed when the convention or conference is away from headquarters.
- .12 Ministries should consider issuing a [Travel Card](#) or [Purchase Card](#) in place of a standing travel advance.
- Travel Expense Claim** .13 Employees are required to complete a travel expense claim for reimbursement of travel expenses. Refer to [Section 3136 Travel Expense Claims](#) for information in completing the claim.

References

- [3101 GRF Payment Responsibilities](#)
- [3110 Petty Cash and Cash Register Floats](#)
- [3130 Air Billing Accounts](#)

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[4415 Geological Survey Parties](#)
[4420 Business Expenses for Ministry Officials](#)
[4425 Banquet Expenses](#)
[4430 Ministers' Travel and Business Expenses](#)
[4435 Frequent Flyer Points](#)
[4440 Private Aircraft](#)
[4445 Fines for Parking and Traffic Offences](#)
[5010 Travel and Other Expenses \(Boards, Commissions and Committees\)](#)

[The Collective Bargaining Agreement between The Government of Saskatchewan and Saskatchewan Government and General Employees' Union](#)

[The Union Management Agreement between The Government of Saskatchewan and The Canadian Union of Public Employees, Local 600-3](#)

[Saskatchewan Public Service Commission Human Resource Manual, PS 601-1, PS 601-2, PS 601-3, PS 601-4 and PS 601-A](#)

[The Ministerial Assistant Employment Regulations, 1993](#)
[The Justices of the Peace Regulations, 1989](#)

[Treasury Board of Canada Secretariat –Travel Directive -Appendix C](#)
[Treasury Board of Canada Secretariat – Travel Directive –Appendix D](#)