

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

Number: **4430**
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Ministers' Travel and Business Expenses

Objective

The objective is to specify the requirements for paying and reimbursing travel and business expenses of ministers and legislative secretaries.

Authority

The Financial Administration Act, 1993, clauses 5(a) and 5(d) and subsection 10(2)

Applicability

This policy applies to ministries. It also applies to Treasury Board Crowns (see [Appendix B Public Agencies](#)) and the Crown Investments Corporation of Saskatchewan and its subsidiaries.

Treasury Board Policy

- .01 Travel and business costs incurred by ministers and [legislative secretaries](#) on government business are charged to their respective ministry.
- .02 A member of the Executive Council who incurs traveling and other expenses in the discharge of their duties is entitled to be reimbursed at the amounts set out in [The Members of the Executive Council Expense Regulations, 1988](#).

The rates are as follows:

- in Canada, a per diem allowance to cover the cost of meals and miscellaneous expenses, in the amount of:
 - \$50, in the case of the President of the Executive Council;
 - \$40, in the case of a member of the Executive Council other than the President of the Executive Council;
- outside Canada, the allowances for meals and expenses incidental thereto, are paid in accordance with the allowances prescribed pursuant to the following parts of the administration policy manual of the Treasury Board of Canada Secretariat entitled "[Travel Directive Effective October 1, 2002](#)", as amended from time to time;
 - articles 3.3 and 3.4 of Part III (Travel in Canada and Continental USA – Overnight stay and International Travel – Overnight stay);
 - Appendix C entitled "Allowances – Modules 1, 2 and 3 Effective October 1, 2002" (allowances for Canada and Continental USA);

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- Appendix D entitled “Allowances – Module 4 Effective October 1, 2002” (allowances for other than Canada and Continental USA);
- actual accommodation expenses when supported by receipts;
- actual taxi costs;
- actual costs of car rental when supported by receipts;
- actual transportation costs when supported by receipts; and
- on and after May 16, 2008, a mileage allowance at the mileage rate approved for members of the public service.

.03 A person appointed as a legislative secretary pursuant to *The Legislative Assembly Act, 2007* (Act) is entitled to be reimbursed for traveling and other expenses in accordance with the Act and [The Legislative Secretary Expenses Regulations, 2001](#) at the rates applicable to members of the public service.

.04 Recoverable expenses for ministers and legislative secretaries are as follows:

- out-of-pocket expenses incurred while fulfilling their duties as minister or legislative secretary (expenses incurred while acting as a Member of the Legislative Assembly, a politician or a private person are not recoverable); and
- expenses incurred for refreshments for business use. Refreshments include such items as coffee, tea, soft drinks, juices and nutritional items.

Any expenses that are legitimate program expenses should be charged to the program. Banquets are charged to the ministry or agency.

.05 Personal expenses are not recoverable. This includes such items as gifts for personal staff.

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Procedures – Office of the Executive Council

- .06. Ministers may draw an advance of up to \$300 to pay for those expenses they incur as a minister. Legislative secretaries may draw an advance up to \$150 to pay for legitimate business expenses that they incur.
- .07. To designate their headquarters, ministers should consult with the Executive Director of Corporate Services, Executive Council.
- .08. Ministers are reimbursed for travel and other expenses by their respective ministries according to *The Members of the Executive Council Expense Regulations, 1988*, outlined in paragraph .02, for:
- trips between headquarters and Regina when the Legislature is not in session (effective May 16, 2008)*; and
 - other trips on ministerial business.
- For mileage rates, see the Saskatchewan Public Service Commission Human Resource Manual, [PS 601-A](#).
- * *Excludes accommodation expenses where ministers have selected the option of claiming the private accommodation per diem under Board of Internal Economy Directive #3.1 for MLAs.*
- .09. Ministers are reimbursed for travel and living expenses by the Legislative Assembly according to [Board of Internal Economy Directive #3.1](#) for MLAs for:
- trips between their constituency and Regina when the Legislature is in session; and
 - in constituency/caucus travel.
- .10. Business and travel expenses for ministers and legislative secretaries are submitted to the Executive Director of Corporate Services, Executive Council for approval. Approved expenses are stamped “Expenses Approved Executive Council” and forwarded to the ministry for payment.

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- .11 Business and travel expenses incurred on business associated with Crown corporations are submitted to the Executive Director of Corporate Services, Executive Council for approval. Once approved, they are forwarded to the appropriate Crown corporation for payment.
- .12 Billings for flights on commercial airlines, car rentals and for the use of Central Vehicle Agency vehicles, must be certified by the ministry **before** they are sent to the Executive Director of Corporate Services, Executive Council.
- .13 Where possible, a [Travel Card](#) should be used in place of an accountable advance.
- .14 For reimbursement of travel expenses, a minister completes the appropriate travel expense claim form. These forms are available from the Executive Director, Corporate Services, Executive Council. For reimbursement of travel expenses, a legislative secretary completes a [Travel Expense Statement](#).
- .15 For reimbursement of business expenses, a minister completes a [Quarterly Ministerial Business Expense Form](#) and a legislative secretary completes a [Quarterly Legislative Secretary Business Expense Form](#) on a quarterly basis (March 31, June 30, September 30 and December 31).
- .16 The Executive Director of Corporate Services, Executive Council submits the quarterly business expense forms to the Premier or delegate for approval when claims exceed the following limits:
- single expenses in excess of \$300 for ministers and \$150 for legislative secretaries;
 - where the total claim in one quarter exceeds \$300 for ministers and \$150 for legislative secretaries.
- .17 Long distance telephone charges incurred on business travel while fulfilling the duties of minister or legislative secretary are included in the out-of-pocket expenses that may be reimbursed.

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- .18 Questions as to whether an expense is recoverable or where claims are to be submitted should be directed to the Executive Director of Corporate Services, Executive Council.

References

[3101 GRF Payment Responsibilities](#)

[3130 Air Billing Accounts](#)

[3132 Advances to Individuals](#)

[3134 Travel Cards](#)

[3136 Travel Expense Claims](#)

[3154 Purchase Cards](#)

[3182 Education Expenses](#)

[4420 Business Expenses for Ministry Officials](#)

[4425 Banquet Expenses](#)

[4545 Protocol Gifts](#)

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

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

[The Members of the Executive Council Expense Regulations, 1988](#)

[The Legislative Secretary Expenses Regulations, 2001](#)