

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

Number: **4435**
 Date: **2010-04-19**
 Page: **1 of 2**

Frequent Flyer Points

- Objective** *The objective is to provide for the collection of frequent flyer points for use on government business travel.*
- Authority** *The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*
- Applicability** This policy applies to ministries.
- Treasury Board Policy**
- .01 Ministries may collect frequent flyer points on government travel.
 - .02 Ministries are to redeem frequent flyer points in a manner that is consistent with travel policies, which specify the use of economy flights.
 - .03 Frequent flyer points on government travel may not be collected or may not be used for personal benefit.
- Provincial Comptroller Directives**
- .04 Ministries should consider enrolling employees who travel on a regular basis in the frequent flyer programs offered by airlines. Unless the employee travels considerably, enrolment may not be worthwhile due to the administration required to manage the frequent flyer account.
 - .05 Frequent flyer programs usually discourage the use of multiple frequent flyer accounts (i.e., personal and business) by its members. Where an employee has a personal account, the ministry may attempt to set up a government account using the work address or another name description (e.g., G. Smith for Greg Smith).
- Not for Personal Use**
- .06 Ministries are to advise their employees that it is against policy to collect personal frequent flyer points on government travel.
- Monitoring**
- .07 Ministries are to monitor the collection and use of frequent flyer points to ensure compliance with policy.
- Employee Terminates**
- .08 When an employee leaves the ministry, the employee's government frequent flyer account should be kept open and the ministry should use all frequent flyer points by purchasing travel reward vouchers for other employees. If the cost is not

Part:	Financial Management and Administration	Number:	4435
Section:	Treasury Board's General Management Policies	Date:	2010-04-19
Subsection:	Travel and Business Expenses	Page:	2 of 2
Policy:	Frequent Flyer Points		

greater than the savings, the ministry may purchase additional points to enable the purchase of a travel reward voucher.

- .09 If there are not enough frequent flyer points in the employee's account to obtain a travel reward voucher, the employee may take the points to the new ministry. If the employee is leaving government, the ministry is to close the account without allowing the employee to take the points for personal use.

References

[4405 Employee Travel](#)