

Part: **Financial Management and Administration**
 Section: **Treasury Board's General Management Policies**
 Subsection: **Travel and Business Expenses**
 Policy: **Fines for Parking and Traffic Offences**

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Fines for Parking and Traffic Offences

- Objective** *The objective is to outline the policy prohibiting the payment of traffic offences, except for the payment of parking fines in limited circumstances.*
- Authority** *The Financial Administration Act, 1993, clause 5(a), subsection 10(2)*
- Applicability** This policy applies to ministries.
- Treasury Board Policy**
- .01 Ministries are not to pay charges for traffic offences (e.g., speeding tickets), and any expenses associated with the offences, except as follows:
- The permanent head may approve reimbursement to an employee for the initial cost of a parking ticket (excluding late payment penalties) when all of the following conditions are met:
- The parking ticket was incurred while conducting government business.
 - The parking ticket was incurred in an emergency or in a necessary and unavoidable situation.
- .02 This approval cannot be delegated.
- Provincial Comptroller Directives**
- .03 A request for reimbursement for a parking fine must be supported by a copy of the parking ticket and compliance with the policy in Section 4445.01 must be outlined.
- .04 Payments pursuant to the policy should be coded to the natural account for accommodation and incidentals.
- .05 Payment may be made from petty cash.
- .06 Ministries are to retain documentation that supports the payment and compliance with this policy.
- .07 Employees are responsible for paying all parking tickets incurred while operating a Central Vehicle Agency vehicle.
- The Ministry of SaskBuilds and Procurement will notify the ministry when it receives a summons for an unpaid parking ticket.

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- The ministry notifies the employee that the ticket must be paid or the employee must appear in court.
- If the Ministry of SaskBuilds and Procurement pays the fine, ministries are to collect the amount from the employee and remit it to the Ministry of SaskBuilds and Procurement.
- Ministries may arrange to deduct the fine amount through payroll deduction. See [Section 3715 Collection Activities](#) for the policy regarding set-offs.
- Employees must pay the fine before seeking approval for the reimbursement of the fine amount under this policy.

References

[3101 GRF Payment Responsibilities](#)

[3110 Petty Cash and Cash Register Floats](#)

[3715 Collection Activities](#)

[Saskatchewan Public Service Commission Human Resource Manual, PS 601-2](#)