

Vendor Sponsored Travel Approval Form

This form is required to obtain prior approval of the permanent head or delegate for all vendor sponsored travel, whether in-province or out-of-province ([Financial Administration Manual 4407](#)).

Vendor sponsored travel is any travel expense (including flights, hotels, registration fees, per diems) reimbursed or paid on behalf of a Government of Saskatchewan employee that has been paid for by a third-party vendor (a person or company that sells goods or services to Executive Government, Crowns or Agencies).

Vendor sponsored travel can be approved in situations for activities relating to inspection, testing, training, contractual obligations, conference presentations, emergency assistance, panels, committees, regulatory standards, roundtables, task forces, or membership meetings.

Employee Information

Name Ministry/Agency

Position Division/Branch

Details of Request

Dates of Travel: _____ to _____

Travel From: _____ Travel To: _____

Vendor Name: _____

Vendor Headquarters: _____

Travel Relates to (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Inspection | <input type="checkbox"/> Testing | <input type="checkbox"/> Training |
| <input type="checkbox"/> Contractual Obligations | <input type="checkbox"/> Conference Presentations | <input type="checkbox"/> Emergency Assistance |
| <input type="checkbox"/> Panels | <input type="checkbox"/> Committees | <input type="checkbox"/> Regulatory Standards |
| <input type="checkbox"/> Roundtables | <input type="checkbox"/> Task Forces | <input type="checkbox"/> Membership Meetings |

Please provide any additional rationale for the vendor sponsored travel and a description of the expenses reimbursed or paid directly by the vendor on your behalf (e.g. flights, hotels, registration fees, per diems).

Is your Ministry/Agency incurring additional costs related to this travel? Yes No

If yes, please provide an estimate of the amount: _____

Approval Criteria

All of the following criteria must be met (true) in order for approval.

- | | | |
|--|------|-------|
| 1. The purpose of the travel is for professional and/or educational development and forms the majority of attendance. | True | False |
| 2. Travel expenses are limited to those necessary for attendance at the event or site (e.g. meals and social functions that are part of a legitimate program are acceptable provided the knowledge transfer component is the primary objective). | True | False |
| 3. Vendor sponsorship of the event is fully disclosed and open to all participants/speakers. | True | False |
| 4. Attendance is not tied to any commitment to the vendor. | True | False |
| 5. There is no personal benefit, including expenses for a spouse or other travel companion. | True | False |

Additional Information:

Signature of Employee

Date

Immediate Supervisor

Recommended

Not Recommended

Comments:

Signature

Date

Executive Director	Assistant Deputy Minister	Deputy Minister	Minister
Approved Recommended Not Recommended Declined	Approved Recommended Not Recommended Declined	Approved Recommended Not Recommended Declined	Approved Recommended Not Recommended Declined
_____ Date	_____ Date	_____ Date	_____ Date
_____ Name	_____ Name	_____ Name	_____ Name
_____ Signature	_____ Signature	_____ Signature	_____ Signature

Comments: