
SECTION 17

TRAVEL POLICIES

17.01 INTRODUCTION

AUTHORITY: TREASURY BOARD

ADMINISTRATION: PUBLIC SERVICE COMMISSION
TREASURY BOARD SECRETARIAT

EFFECTIVE DATE: JUNE 2024

17.01 INTRODUCTION

(1) PURPOSE

The purpose of this policy is to establish uniform rates and conditions of reimbursement to employees who incur expenses while travelling on Government business. The underlying principle of Government's travel policy is that neither the employee nor the Government should subsidize the other.

(2) APPLICATION

The application of this policy is referenced to the Schedules of the *Financial Administration Act* (FAA) and applies as follows:

- Schedule "A" - Departments except the Legislative Assembly
- Schedule "B" - Crown Corporations
- Schedule "C" - Education Authorities
- Schedule "D" - Commissions

except to the extent that their enabling legislation may incorporate alternate requirements such as Ministerial or Board Authority.

While this policy **does not apply** to the Legislative Assembly or Reporting Entities subject to alternate legislation, **the spirit and intent** of the policy should serve as a **guideline** for these entities in developing their own policies. Reporting entities that develop policies differing from Treasury Board Policy require approval of Treasury Board.

(3) DEFINITIONS

For the purpose of this policy, the following definitions apply:

- (a) "**alternate workplace**" means a location which is designated by the employer as a temporary work location where the employee performs the duties of their position;
- (b) "**delegated officer**" means the Deputy Head, or such other official as the Deputy Head may designate;
- (c) "**Deputy Head**" means the Deputy Minister of a department or the Chief Executive Officer of a Crown corporation, agency or commission;
- (d) "**domicile**" means the place where the employee maintains their residence;
- (e) "**employee**" or "**employees**" means a person or persons employed by the Government;
- (f) "**entertainment**" means the purchase of meals for other persons in the course of government business;

- (g) **“Employing Authority”** means Government, and in relation to a department or agency, means the Minister responsible;
- (h) **“lodgings”** means living quarters in a hotel or other public or private establishment;
- (i) **“Minister”** means:
 - (i) in respect of a department, the Minister presiding over the Department;
 - (ii) in respect of a commission, board, or other agency of Government, the Minister having the administration of the Act or Acts under which that particular commission, board or other agency operates.
- (j) **“motor vehicle”** or **“vehicle”** means any type of motorized wheeled conveyance and includes all vehicles owned or leased by the Government;
- (k) **“primary workplace”** means that location which is designated by the employer as the normal place of work for an employee where the employee performs the duties of their position;
- (l) **“transportation expenses”** means
 - (i) where travel is by privately-owned motor vehicle, a transportation allowance; or,
 - (ii) where travel is by another mode of transportation, the amount charged for conveying an employee and their baggage from one place to another, but does not include any additional charge or payment for lodging, meals, berths or gratuities.

(4) INTERPRETATION

In cases where an interpretation is required, such should be referred to the Secretary to Treasury Board or their delegated officer who will make the interpretation or refer the matter to Treasury Board, if a Treasury Board decision is deemed necessary.