


Administrative Procedure Out of Province Travel	
	Department: Corporate Services
	Approved by: Leadership Council
	Date Approved: January 8, 2024
	Revision Date(s):
	Review Date:
	External References <ul style="list-style-type: none"> • <i>The Public Service Regulations, 1995</i> • <i>The Financial Administration Act, 1995</i> • The Financial Administration Manual
Internal References <ul style="list-style-type: none"> • Appendix A- Out of Province Travel AP • Travel Request Form • Expense Form 	

Purpose

- This administrative procedure outlines the process for reimbursing travel expenses incurred by employees of Saskatchewan Distance Learning Centre (Sask DLC) when travelling out of the province on official business.

Scope

- This procedure applies to all Sask DLC employees and representatives who are required to travel out of the province for official business purposes. It covers the reimbursement of reasonable and necessary expenses incurred during such travel.

Policy Statement

- Sask DLC will reimburse employees for costs incurred while traveling on government business outside of Saskatchewan. All out-of-province travel must be approved by the Chief Executive Officer (CEO) or designate.

Procedures:

1. Pre-Travel Authorization
 - a) Employees must obtain pre-travel authorization from their supervisor or manager for all out-of-province travel.
 - b) A travel request form must be completed and submitted for approval, outlining the purpose, destination, duration and estimated expenses.
 - c) The travel request must be approved by the CEO or designate before making travel arrangements.

2. Travel Arrangements
 - a) Employees are encouraged to make cost-effective arrangements, including transportation, accommodation, and meal reservations.
 - b) Employees are encouraged to use businesses that have established competitive government rates, where applicable, to take advantage of negotiated rates.
 - c) Any deviations from the approved travel arrangements must be properly justified and approved in advance.

3. Travel
 - a) Flin Flon and Lloydminster are regarded as within the province for reimbursement rate purposes.
 - b) When an employee leaves their primary work location by automobile for a destination outside of the province, "within the province" rates shall apply until they cross the provincial boundary. After that, rates for "outside the province" shall apply. The same basis shall govern the return to the employee's primary work location.

4. Lodging - Hotel or Motel
 - a) Employees are encouraged to use businesses that have established competitive government rates or to request government rates for lodging wherever possible.

5. Meals
 - a) Meals Rates
 - i. Employees who are travelling on government business outside the province are reimbursed according to the meal rates set by the Provincial Government, unless stated otherwise. Please refer to the Out of Province section in Appendix A for further details.
 - ii. Employees on government business outside of Canada are reimbursed in accordance with the Federal Government of Canada's meal rates and gratuities (referred to as incidentals in the [Federal Government of Canada's - USA rates](#) and [Federal Government of Canada's - all other countries rates](#)), unless otherwise noted.
 - iii. The maximum number of meal claims an employee can make in a day is limited to three.
 - b) Meal Allowances Not to be Claimed
 - i. No claim for a meal allowance may be made for breakfast if the departure is later than 7:30 a.m. or the return is earlier than 8:30 a.m.
 - ii. No claim for a meal allowance may be made for lunch if the departure is later than 11:30 a.m. or the return is earlier than 12:30 p.m.
 - iii. No claim for a meal allowance may be made for supper if the departure is later than 5:30 p.m. or the return is earlier than 6:30 p.m.
 - iv. Employees are not permitted to file a claim for any meal served as part of a meeting or an event. It is important to note that personal preferences do not constitute a valid reason for meal claims when the Sask DLC provides meals.
 - c) Evening Meal Charge

- i. Notwithstanding the above, an employee who is away from their primary work location after 5:30 p.m. and has worked for six hours after 5:30 p.m. will be eligible for a supper.
- d) The CEO has the authority to approve actual and reasonable meal expenses for Sask DLC employees that exceed the meal rates established by the Provincial and Federal Governments if it is determined that the established rates are inadequate to compensate employees. Such expenses must be substantiated by receipts and incurred by employees in exceptional circumstances while conducting government business away from their primary work location.

6. General Expenses

- a) Traveller's Cheques
 - i. The cost of purchasing traveller's cheques for out-of-province travel may be charged on S4's provided a receipt is attached.
- b) United States Exchange
 - i. The cost of exchanging funds is recoverable for government travel expenses not in excess of rates stated in [Section 3136](#) of the Financial Administration Manual.
- c) Passports
 - i. Reimbursement for the cost of procuring a passport may be provided where the employee does not hold a valid passport and is required by the employer to travel outside of Canada for government business, on an exceptional or regular basis. CEO approval is required for reimbursement of the cost to acquire a valid passport. Reimbursement for the expense of obtaining a passport may be given to employees who do not possess a valid passport but are mandated by Sask DLC to travel outside of Canada for government business, either on a regular or exceptional basis.
 - ii. Approval from the CEO is necessary for the reimbursement of the cost of obtaining a valid passport.

7. Expense Documentation

- a) During the out-of-province trip, employees must retain all original receipts for expenses, including transportation, accommodation, meals and incidentals.
- b) The employee must submit an expense report within 30 days of returning from the trip:
 - i. a completed expense report form; and,
 - ii. copies of all receipts, clearly indicating the date, amount and the nature of the expense.

8. Reimbursement Process

- a) The employee's supervisor or manager must review and approve the expense report.
- b) The employee's supervisor or manager should submit the approved expense report to the Finance department for processing.
- c) The finance department shall provide reimbursement to the employee in accordance with Sask DLC's out-of-province travel policies. Only reasonable and essential expenses will be reimbursed to the employee.
- d) The finance department will ensure that reimbursement is made through the employee's preferred payment method, such as direct deposit or cheque.

9. Non-Reimbursable Expenses

- a) Expenses that are not deemed necessary and reasonable for the trip will not be reimbursed.
- b) Personal expenses, alcohol and entertainment unrelated to government business are not eligible for reimbursement.

Definitions

Out-of-Province Travel: Refers to any travel undertaken by a Sask DLC employee to a location outside the province of Saskatchewan for official business travel.

Primary Work Location: Refers to a Sask DLC worksite to which the employee is assigned and reports to when not performing travel.

Appendix A: Government of Saskatchewan Travel Allowance

Approved Out of Province Travel and Meal Rates

Out of Province	Approved Meal Rate
Per Diem	\$80.00 per day
Breakfast	\$20.00 per day
Lunch	\$25.00 per day
Supper	\$35.00 per day

Note: The meal rates include reimbursement for GST, gratuities and the overnight allowance.