	Administrative Procedure	
	Out-of-Province/Country Travel	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**January 8, 2024**
	Revision Date(s):	**June 2, 2026**
	Review Date:	
	External References • *The Public Service Regulations, 1995* • *The Financial Administration Act, 1995* • The Financial Administration Manual	
	Internal References • Appendix A- Out of Province/ Country Travel AP • Travel Request 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 or out of the country 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/country travel must be approved by the Sask DLC Board.

Procedures:

1. Pre-Travel Authorization
   a) Employees must obtain pre-travel authorization from their supervisor or manager for all out-of-province/country 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 Board 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) For meal allowance eligibility and claims, refer to the Meals – Per Diem Process section of the Travel and Expense Reimbursement administrative procedure.
   c) 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/county 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 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/country trip, employees must retain all original receipts for expenses, including transportation, accommodation, meals and incidentals.
   b) Employees must submit expense form with supporting documents (i.e., copies of all receipts, clearly indicating the date, amount and the nature of the expense, etc.) through the Finance system within 90 days after trip completion or expense date, whichever is later.

8. Reimbursement Process
   a) Employee must submit expense report in Finance system and upload all required supporting documents, then submit to the approver.
   b) The approver must review and approve all expenses submitted by the employee, including, supporting documentation, to ensure all expenses are eligible and include all required supporting documents.
   c) The finance department shall provide reimbursement to the employee in accordance with Sask DLC's out-of-province/country travel procedures. Only reasonable and essential expenses will be reimbursed to the employee.

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/Country Travel: Refers to any travel undertaken by a Sask DLC employee to a location outside the province of Saskatchewan or outside of Canada 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/Country 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.