	Administrative Procedure **Travel and Expense Reimbursement**	
	Department:	**Corporate Services**
	Approved by:	**Leadership Council**
	Date Approved:	**March 18, 2024**
	Revision Date(s):	**June 2, 2026**
	Review Date:	
	External References • *The Financial Administration Act, 1993* • The Financial Administration Manual	
	Internal References • Out of Province/Country Travel AP • Travel Request Form	

Purpose

- This administrative procedure establishes criteria and the required process for the reimbursement of travel, meals or other related expenses incurred by employees of Saskatchewan Distance Learning Centre (Sask DLC) while performing duties on behalf of Sask DLC.

Scope

- This procedure applies to all Sask DLC employees and representatives who must travel for official business purposes within and outside the province. It outlines the reimbursement process for reasonable and necessary expenses incurred during the travel.

Policy Statement

- Sask DLC is committed to reimbursing employees for reasonable and necessary expenses incurred during approved travel or while performing official duties.

- Reimbursements will be processed based on Sask DLC's policies and applicable legislation.

- All claims submitted to the Sask DLC for reimbursements must adhere to the principles of accuracy, authenticity, and prudence. Only accurate, verified claims that meet the reimbursement requirements will be approved.

- All approved travel claims must be submitted to corporate finance by the employee who incurred the travel expense before the end of the Sask DLC fiscal year (August 31). Please note that expenses submitted after the completion of the fiscal year to which the expense pertains will not be reimbursed.

Procedures:

1. Pre-Approval
    a. Prior to incurring any expenses, employees must obtain pre-approval from their supervisor or manager for travel and related expenses.
    b. Travel outside of the Province of Saskatchewan, regardless of the cost, must have prior approval from the Sask DLC Board or designate before making travel arrangements.
    c. A travel request form must be completed and submitted for approval, outlining the purpose, destination, duration and estimated expenses.

2. Travel Arrangements
    a. Employees are encouraged to make cost-effective arrangements including transportation, accommodation and meal reservations.
    b. Employees are encouraged to use standard-grade fuel for all rental cars unless explicit instructions are provided to use a different grade.
    c. Employees are encouraged to use businesses that have established competitive government rates, where applicable, to take advantage of negotiated rates.
    d. Any deviations from the approved travel arrangements must be properly justified and approved in advance.

3. Requests for Reimbursements:
    a. The process for claiming reimbursements of expenses related to travel involves the submission of an employee expense through the Finance system.
    b. Employees must submit expense form with supporting documents through the Finance system (i.e., copies of all receipts, clearly indicating the date, amount and the nature of the expense, etc.) within 90 days after trip completion or the incurred expense date, whichever is later.
    c. The supervisor approving the expense form must hold a position at the campus administrator or director level or above. Out-of-province/country travel requires approval as per 1(b) above. Meals rates in excess of the rates in Appendix A require preapproval from a member of Leadership Council. registration fees, or excess meal rates. The applicable approver is required to review all items in the employee expense form to ensure it is accurate and complete.
    d. Senior officials at Sask DLC are not permitted to approve their own travel claims.
    e. Employees must submit their expenses in the fiscal year they were incurred in. As an example, if an expense was incurred on August 15, 2026, the expense must be submitted and approved by the approver with all appropriate documents prior to August 31, 2026. Expenses submitted in an incorrect fiscal year will not be reimbursed.
    f. All reimbursable expenses must be submitted through the Finance system by the employee with all required supporting documents and approved by their appropriate approver.

4. Documentation
    a. All travel expense claims must be supported by original and itemized receipts. The receipt should include the details such as date, vendor name, description of goods or services and the amount paid.

b. Mileage claim for a personal vehicle and per diems do not require receipts.

5. Expense Categories:
   a. Expenses eligible for reimbursement may include, but are not limited to:
      i. transportation (airfare, mileage, taxi, car rentals and fuel for car rentals);
      ii. accommodation;
      iii. per diems;
      iv. overnight stay in private residence, see Appendix A for further details; and
      v. conference or event registration fees.

6. Meals – Per Diem Process
   a) Meals Rates
      i. Employees who are travelling on government business within and outside the province are reimbursed according to the meal rates set by the Provincial Government, unless stated otherwise. Please see Appendix A for further details.
      ii. The maximum number of meal claims an employee can make in a day is limited to three.
   b) Meal Allowances Not to be Claimed
      iii. No claim for a meal allowance may be made for breakfast if the departure is later than 7:00 a.m. or the return is earlier than 8:30 a.m.
      iv. 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.
      v. No claim for a meal allowance may be made for supper if the departure is later than 6:00 p.m. or the return is earlier than 6:30 p.m.
   c) 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.

7. Roles and Responsibilities
   a) Claimant: it is the claimant's responsibility to:
      i. obtain pre-approval from the approving supervisor before committing funds for a trip;
      ii. include an appropriate description of the purpose of travel or nature of expense claim;
      iii. only claim reimbursement for actual out-of-pocket expenses for legitimate government business purposes;
         a. claims for meals are no longer reimbursed. Instead, meals are claimed through per diem process outlined above.
      iv. retain original documentation to support the request for reimbursement;
      v. obtain proper approval for all expense claims; and,
      vi. submit any claims for expense reimbursements before the stipulated date.
   b) Approver: It is the approver's responsibility to:
      i. ensure that the expenses have been incurred for legitimate government business purposes and are reasonable in the context of Sask DLC; and,

ii. ensure that expenses claimed include all appropriate documentation and are in accordance with this procedure.

c) Corporate Finance is responsible for reviewing travel and expense claims to ensure that:
   i. claims have been approved;
   ii. expense reimbursements are in accordance with this procedure and applicable legislation; and,
   iii. monitor claims for compliance with this administrative application and return any non-compliant claims to the person authorizing the claim for follow-up.

Appendix A: Government of Saskatchewan Travel Allowance
Approved Meal Rates for In Province and Out of Province Travel

Meal Period	In Province	Out of Province
Per Diem	$70.00 per day	$80.00 per day
Breakfast	$16.00 per day	$20.00 per day
Lunch	$23.00 per day	$25.00 per day
Supper	$31.00 per day	$35.00 per day

Overnight in Private Residence*	**$50 per night**

* Please note that this only applies to employees who are unable to make it back to their primary location.