

MN-S Elected Official Travel Policy

1. Policy Statement

Métis Nation – Saskatchewan (MN-S) has a responsibility to Métis Citizens to act as responsible stewards of funding and resources intended to improve the quality of life of its Métis Citizens, increase the voice of citizens and assert citizen rights. While conducting this work our Elected Officials are often asked to travel to deliver programming, share information, gather knowledge and experiences, provide a Métis perspective on topics, and many other activities. Our Métis Citizens and funding partners expect the limited funding available will be used in the best way possible.

2. Scope of Application

This Travel Policy applies to the **Elected Officials** of the MN-S.

3. Purpose

This Policy provides information to MN-S Elected Officials enabling them to make well informed decisions regarding travel that are as cost effective and safe as possible. The Policy aims to:

- Establish effective oversight mechanisms, accountabilities, and controls in place for Government travel.
- Establish a uniform method of reporting, charging, reimbursing, and accounting for Traveller's expenses.
- Identify allowable expenses that will be reimbursed.
- Improve the management and control of travel expenses incurred on MN-S Government business.

4. Definitions / Terms

Delegate	An appointed member of an MN-S committee or board or an MN-S Métis Citizen delegated by an authorized agent of the Government to represent MN-S at an Event.
Designated Authority of Approval	Refers to an individual or position within the Government who holds the responsibility and authority to grant approval for specific actions or decisions. In this case, it can include a Director or a Senior Official who has been designated by the Government to approve Government-related travel requests made by Elected Officials.
Delegated Financial Authority	Refers to the power or responsibility vested in an individual or position within the Government to make financial decisions, oversee budgets, approve expenditures, or allocate funds without the need for further authorization. Typically, a Director or a Senior Official .
Director	An individual entrusted with the oversight and management of a specific department and/or Ministry, along with its respective staff. They oversee the day-to-day operations, allocate resources effectively, manage budgets, and drive initiatives aimed at advancing priorities within their area of expertise.

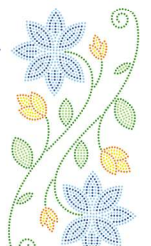


Economy Cass	The standard class of air travel, including special discount fares. It excludes first class and business class or equivalents.
Elected Official	The duly elected President, Vice President, Secretary, Youth President, Les Filles des Madeleine President, and the Minister of Women and Gender Equity of the MN-S, along with the Regional Directors of each of MN-S's constitutionally recognized Regions and the Local Presidents.
Employee	Any person, excluding Elected Officials, employed by MN-S Secretariat Inc., either as a term-employee, or permanent staff under a contract, terms of employment or other authorized agreement.
Event	Refers to any gathering, meeting, conference, or other activity organized and hosted by the MN-S.
Guest	An individual who is not employed by MN-S but is participating or involved in activities or Events associated with the MN-S. This can include Delegates, Métis Elders, Métis Citizens, community members, or individuals from outside the Métis community.
Incidentals	Small, miscellaneous expenses that are directly associated with the travel but may not fall into specific categories like lodging or meals. These could include minor costs such as parking fees, tips, or other Incidental expenses that are reasonable and necessary during the overnight stay.
Métis Citizen	Métis means a person, who self identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation Ancestry and is accepted by the Métis Nation.
National Joint Council Rates	The National Joint Council (NJC) establishes rates and allowances that significantly impact individuals who travel on government business or have relocated for new jobs. These entitlements are outlined in the Guide to National Joint Council Rates and Allowances: https://www.njc-cnm.gc.ca/s3/en
Senior Officials	The Chief Executive Officer (CEO), Chief Strategy Officer (CSO), and Chief Operations Officer (COO) of MN-S, as well as Deputy Chiefs (DC), and those Chief and Deputy Chief offices established as required for the operation of the Government.
Traveller	An MN-S Elected Official who is travelling for official Government business.

5. Policy Requirements

MN-S Elected Officials may be required to travel for Government purposes. All travel must be:

- Pre-approved by the Traveller's Designated Authority of Approval.
- Within an approved budget
- Necessary





- Solely for Government-related purposes, and planned and managed with prudence and integrity (Travellers must consider the reputation risk to MN-S)
- Cost effective, and therefore avoided where cost-efficient alternatives are appropriate and available (i.e. virtual presence. Remote meeting solutions must be considered for every travel situation)

Travellers must travel in the most cost-effective manner and must not use this Policy or its related procedures to increase their employment compensation or for personal gain. Nor shall any Travellers base their travel decisions on any benefits they may obtain through their personal rewards programs.

MN-S will provide accommodation to meet Travellers' particular travel needs when related to one or more of the protected grounds under *The Saskatchewan Human Rights Code*. Travellers must notify MN-S Travel Desk of their travel requirements and preferences at the time of booking. This includes but not limited to:

- Hotels
- Flights
- Transportation
- Accessibility Needs
- Emotional Support Animals (ESA) or Service Animals.

Accommodation and flight costs incurred from service animals and ESA's while accompanying Travellers will be covered by the MN-S. Pets are not allowed to accompany Travellers on business-related trips, and MN-S is not liable for the expenses of pet sitting or minding services.

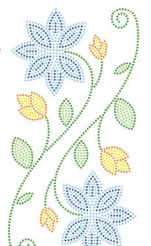
Travellers travelling outside of the country for business purposes will take all reasonable steps to protect company property (intellectual and physical) from loss. Additionally, Travellers must take all reasonable steps to familiarize themselves with local laws and customs and protect themselves from engaging in behaviours or circumstances that may place them or company property at risk.

To mitigate risks to business continuity, MN-S may restrict a particular group of Travellers from travelling simultaneously or travelling together. This will be decided on a case-by-case basis.

5.1 Roles and Responsibilities

Traveller Responsibilities

- Authorization for all Government-related travel must be obtained from a Traveller's Designated Authority of Approval, typically a **Senior Official** to whom the Traveller directly reports.
- All travel arrangements must be made exclusively through the MN-S Travel Desk.
- Ensure that costs associated with travel is within a pre-approved budget.
- Avoid travel when cost-efficient alternatives are appropriate and available.
- Comply with the Policy and exercise good judgment when determining travel plans and what is necessary and reasonable in the circumstance.





- Submit receipts, a Travel Expense Claim Form, and other required expense documentation to their Delegated Financial Authority to review and sign, typically a senior official to whom the Traveller directly reports.
- Follow instructions and procedures when travelling as laid out in the Standard Operating Procedure.

Director Responsibilities

- Ensure that requests for Government travel by Travellers acting under the Director's Designated Authority of Approval are reasonable, appropriate, and aligned with this Policy.
- Directors are responsible for complying with Policy and are expected to exercise good judgment when determining whether to approve travel, considering what is necessary and reasonable in the circumstance and weighing such factors as the purpose, duration, and mode of Government business travel for Travellers.
- Exercise **Delegated Financial Authority** to review, approve, or decline all requests for travel expense reimbursements submitted within the budget allocated to their ministry/department, ensuring adherence to the pre-approved budget for both personal and staff travel.
- Ensure that ahead of travel, Travellers have been provided with instructions and procedures to follow.

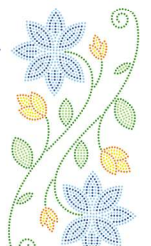
Senior Official Responsibilities

- Ensure requests for Government travel by **Elected Officials** acting under the Senior Official's Designated Authority of Approval are reasonable, appropriate, and aligned with MN-S's core mandate, objectives, priorities, and this Policy. This encompasses factors such as the purpose, duration, and mode of business travel for Travellers.
- Senior Officials and those delegated by their offices are responsible for complying with Policy and are expected to exercise good business judgment when determining travel plans and what is necessary and reasonable in the circumstance.
- Exercises Delegated Financial Authority to review, approve, or decline all requests for reimbursement of business travel once submitted by Travellers for signature, or delegate this task to appropriate staff under their direction.

5.2 Vehicle Travel

5.2.1 Rental Vehicles

- (a) Travellers are strongly encouraged to utilize rental vehicles in lieu of personal vehicles if the associated costs are lower.
- (b) Rental vehicles are intended for short-term use.
- (c) Long-term vehicle rentals are not encouraged; exceptions may be considered only by a Traveller's Designated Authority of Approval on a case-by-case basis.
- (d) The MN-S Travel Desk will coordinate all vehicle rental bookings for Travellers and arrange the necessary vehicle rental insurance prior to travel.
- (e) The rental vehicle must be reasonable and economical to the purpose of the travel and for simple transport of individuals.
- (f) A compact SUV is typically suitable, unless three or more Travellers are travelling together, in which case, a midsize, mini-van, or full-size vehicle is acceptable.
- (g) Fuel expenses will be reimbursed on travel conducted using a rental vehicle by





- submitting receipts with the Travel Expense Claim Form.
- (h) Travellers cannot claim mileage when driving a rental vehicle.

5.2.2 Personal Vehicle

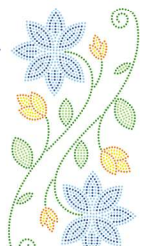
- (a) Utilization of a personal vehicle for Government travel must be pre-approved by Travellers Designated Authority of Approval.
- (b) When utilizing personal vehicles for business travel, Travellers will be reimbursed for mileage allowances rather than fuel expenses.
- (c) Reimbursement will be calculated based on the shortest practicable route between destinations, as specified in the Travel Expense Claim Form.
- (d) There is no minimum per day requirement for using a personal vehicle for MN-S business within the same city for work-related tasks.
- (e) Travellers will not be reimbursed for mileage from their residence to their standard place of work unless otherwise specified in their employment contract.
- (f) Travellers are responsible for all operating and maintenance costs associated with the use of personal vehicles for Government business, including licensing, insurance and any vehicle damage incurred during travel.
- (g) In cases where two or more Travellers travel in the same vehicle, only one vehicle allowance claim will be permitted.
- (h) Travellers heading to the same business function are strongly encouraged to carpool if their departure and return schedules allow, to realize cost savings and efficiencies.

5.2.3 Parking

- (a) For parking costs incurred when travelling to locations outside of a Traveller's office or standard place of work, reimbursement will be provided upon submission of supporting receipts with the Travel Expense Claim Form.
- (b) If on-street metered parking is necessary, MN-S will reimburse Travellers, although they are encouraged to explore cost-effective alternatives such as taxi or rideshare services if available.
- (c) MN-S will not cover charges for parking tickets or other traffic offenses, including license surcharges.
- (d) No reimbursement will be provided for parking fees at an individual's standard place of work.

5.2.4 Taxi / Rideshare

- (a) Prior to the utilization of a taxi or rideshare, Travellers are required to seek approval from their Designated Authority of Approval.
- (b) Travellers will be required to pay for any taxi or rideshare expenses during Government travel and will be eligible for reimbursement.
- (c) To be reimbursed for taxi or rideshare charges, including goods and services tax and gratuities, receipts showing the details of each trip (i.e. amount charged, date, location or description of departure, and destination points) must be submitted with the Travel Expense Claim Form.



5.3 Air Travel

5.3.1 General

- (a) The MN-S Travel Desk will arrange for all Travellers to be booked on Economy Class flights only, selecting the most cost-effective flight time.
- (b) MN-S may only consider a business class fare when a single flight exceeds 6 hours of consecutive air travel (per flight/leg of travel).
- (c) Flight preferences should be communicated to the MN-S Travel Desk at the time of submitting the initial travel request.
- (d) Travellers must inform the MN-S Travel Desk of any medical or mobility concerns requiring accommodation when submitting the initial travel request.
- (e) Medical documentation verifying medical or mobility requirements may be necessary.
- (f) Travellers are welcome to utilize their personal rewards/loyalty programs for seat upgrades, ensuring upgrades come at no extra cost to the MN-S; however, the MN-S Travel Desk will not facilitate or assist with such upgrades.
- (g) MN-S will not reimburse Travellers for any costs incurred for personal upgrades.
- (h) Travellers can request non-emergent flight changes, but approval is subject to the discretion of their Designated Authority of Approval. The selection of changes will be determined by both necessity and the associated cost.

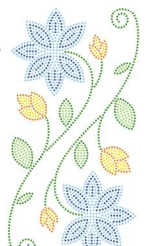
5.3.2 Parking at the Airport

- (a) Travellers will be required to pay for any airport parking expenses during Government travel and will be eligible for reimbursement.
- (b) MN-S will reimburse the cost of long-term parking at the departing airport for Travellers who reside outside of the city that they are departing from.
- (c) Claims for parking must be submitted in the Travel Expense Claim Form for reimbursement.
- (d) Receipts are required for reimbursement.
- (e) Short-term parking expenses at the airport will be eligible for reimbursement. However, Travellers are encouraged to consider cost-effective alternatives such as taxi/rideshare services if available.

5.4 Accommodations and Meals

5.4.1 Accommodations

- (a) Travellers are not required to share a room with other Travellers.
- (b) Travellers will be booked by the MN-S Travel Desk into their own standard King/Queen room at the hotel/motel (i.e. standard room vs. suite).
- (c) Hotel accommodations, damage deposit, and standard hotel parking will be covered by the MN-S.
- (d) MN-S will not reimburse Travellers for premium hotel room expenses.
- (e) Accommodation preferences should be communicated to the MN-S Travel desk at the time of submitting the initial travel request.
- (f) Travellers are welcome to utilize their personal rewards/loyalty programs for accommodation upgrades, ensuring upgrades come at no extra cost to the MN-S; however, the MN-S Travel Desk will not facilitate or assist with such upgrades.
- (g) MN-S will not reimburse Travellers for any costs incurred for personal upgrades.
- (h) Accommodation will be provided to Travellers in hotels that direct bill with the MN-S. Exceptions will be considered at the discretion and approval of their Designated Authority of Approval in the following cases:

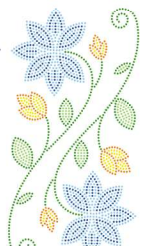




- Travellers are participating in a conference hosted at an alternate hotel where a reserved room block, or room rate is designated for conference attendees. This includes reimbursable Events.
 - In cases where the MN-S does not have direct billing arrangements, accommodation will be arranged for Travellers as needed.
- (i) If the timing of the Event requires the Travellers to arrive the night before, accommodation will be paid for that night, as well as the nights of the Event.
 - (j) If the time of the Event requires Travellers to stay over an additional night after the Event, accommodation will be paid for that night as well.
 - (k) Travellers are ineligible for hotel accommodation if their travel destination is within 50 kilometers of their residence.
 - (l) Travellers are responsible for booking and covering the costs associated with any personal extensions to accommodations outside of the necessary business travel days.
 - (m) Travellers are responsible for any personal charges on hotel bills.
 - (n) In the case that personal expenses appear on an invoice processed via MN-S direct billing, Internal Services: Finance will be informed, and the corresponding amounts will be subtracted from Travellers Travel Expense Claim reimbursements. Personal charges include:
 - Hotel charges for in-room movies, bar costs, or similar personal or entertainment expenses
 - Alcoholic beverages
 - Valet parking
 - Room service
 - Damage to hotel rooms.
 - Additional hotel services including but not limited to: spa services, golf course fees, theme parks, pool waterslide entrance fees, etc.
 - (o) Travellers will be paid a per night allowance for private accommodation at a privately-owned or non-commercial lodging facility during business-related travel. This could include staying at a friend's or family member's residence. This does not include any accommodation that is owned by Travellers.

5.4.2 Meals

- (a) Reimbursement for meals for Travellers on MN-S business will adhere to the per diem amounts established by the **National Joint Council Rates** for Domestic and International travel.
- (b) All travel reimbursements will be based on the per diem amounts (Domestic or International) applicable during the dates of travel, not the date the claim was submitted to Internal Services: Finance.
- (c) Travellers attending any conferences, seminars, meetings, etc., where any meal is supplied, shall not claim an allowance for the applicable meal, as that individual incurred no cost.
- (d) Eligibility to claim a meal is determined by the time of day that the Traveller will be travelling. This information is explicitly outlined on the Travel Expense Claim Form.
- (e) Claims for meal allowances must be submitted in the Travel Expense Claim Form for reimbursement after the travel has taken place.
- (f) The meal allowance rates as identified within the Travel Claim and Expense Form are intended to cover meals, goods and services tax, and gratuities.





- (g) Any costs over and above the daily per diem meal allowance rate will not be reimbursed until considered by a Traveller's Delegated Financial Authority.
- (h) At the discretion and approval of the Delegated Financial Authority, arrangements may be made for the provision of a food voucher at the designated hotel for Travellers when needed.

5.4.3 Incidentals

- (a) Travellers may claim an allowance in accordance with the rates identified on the Travel Expense Claim Form for a night of travel to cover Incidental costs.
- (b) No receipts are required.
- (c) Incidental allowance must only be claimed on an overnight stay.

5.4.4 Spouse/Companion/Family Travel

- (a) If Travellers are accompanied by a spouse, companion, or family members, the following will apply:
 - The MN-S Travel Desk will not book or pay for travel for a spouse, companion, or accompanying family member of Travellers.
 - Where the hotel has a single occupancy rate, charges for more than one single occupancy will not be paid by MN-S.
 - If the Travellers make plans for someone to accompany them and the trip is cancelled by MN-S, the MN-S bears no responsibility for costs incurred other than those directly related to the Travellers.

5.4.5 Supporting Person for Travellers

- (a) A support person may only accompany a Traveller when deemed medically necessary and appropriate by a Traveller's Designated Authority of Approval.
- (b) Documentation by a medical professional will be requested by a Traveller's Designated Authority of Approval prior to approving an accompanying support person.
- (c) Approved travel expenses for a support person to accompany a Traveller will be covered by the MN-S.

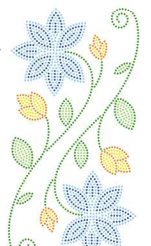
5.4.6 Reimbursable Events

- (a) All travel expenses for a reimbursable Event from an external organization must be booked and coordinated exclusively through the MN-S Travel Desk.
- (b) The MN-S Travel Desk will book travel in accordance with the rules and guidelines outlined by that specific external organization.
- (c) All travel guidelines outlined in this Policy remain applicable when traveling for a reimbursable Event.

5.5 Financial Considerations

5.5.1 Travel Claims

- (a) All travel claims will undergo processing by Internal Services: Finance
- (b) Travellers will receive the reimbursement after the travel has been completed. This process ensures the accuracy of the claim and identifies potential cost-saving measures.
- (c) When travelling outside of Canada, daily expenses must be itemized on the Travel Expense Claim Form in the foreign currency and the total amount should be converted into Canadian dollars.
- (d) Meals, Incidentals, and mileage rates will be reimbursed based on the rates applicable





- for the dates of travel for that specific country or province.
- (e) Under no circumstances, will the MN-S reimburse alcoholic beverages or expenses.

5.5.2 Company Credit Cards

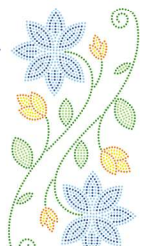
- (a) Travellers who hold a Government-issued credit card have the autonomy to pay for meals, fuel expenses, Incidentals, taxi or rideshares, or other reasonable travel expenses with their credit card.
- (b) Receipts for these purchases are to be collected and reconciled monthly in accordance with the Government's credit card policies.
- (c) Travellers are prohibited from submitting a Travel Expense Claim Form requesting reimbursement for purchases on their Government-issued credit card.
- (d) Travellers may not upgrade flights or accommodations using their Government-issued credit card.
- (e) Cardholders who are travelling, are required to adhere to any of the Governments existing credit card policies.
- (f) All initial travel accommodations, flights and rental vehicles are to be booked exclusively through the MN-S Travel Desk.

5.5.3 Cancellation / No Show

- (a) Travellers are responsible for contacting the MN-S Travel Desk for cancelling air, hotel, and rental vehicle reservations in time to avoid "no show" charges.
- (b) MN-S will pay for these charges where Travellers have no control over the circumstance and are not at fault.
- (c) The Delegated Financial Authority shall decide if a Travellers should be held personally responsible for the charges.
- (d) A cancellation without notification to MN-S (a "no show") will result in Travellers receiving no travel claim reimbursement.
- (e) The costs associated with the cancellation will be billed to that respective Department/Ministry budget.
- (f) The Director or Senior Official will address cancellations without notification according to the Government's policies and procedures, and specific actions taken would be at their discretion.

5.5.4 Damages

- (a) The MN-S will not assume liability for any damages incurred during Government business travel by Travellers. This includes potential damages such as:
- Property Damage
 - Structural Damage
 - Stains or spills
 - Theft or Loss
 - Vandalism
 - Smoking odor or burns indoors.
- (b) Costs associated with damages will be deducted from Travellers' travel claim reimbursements.
- (c) Any excess costs will be billed back to Travellers.



5.5.5 Reimbursement

- (a) The Travel Expense Claim Form is used for reporting Government travel expenses and requesting reimbursement of those expenses.
- (b) MN-S will reimburse Travellers for reasonable expenses directly related to approved business travel upon submission of a Travel Expense Claim Form with appropriate receipts, and other required documentation.
- (c) MN-S will not provide reimbursement for expenses such as alcoholic beverages, personal entertainment, sightseeing, personal long-distance phone calls, or other personal expenses, including those associated with travel accompanied by a Traveller's spouse, common-law partner, children, or guest(s), dependent care, or pet care, whether at home or during travel, unless such reimbursement is deemed necessary as part of a workplace accommodation.

5.5.6 Emergency Travel Exception

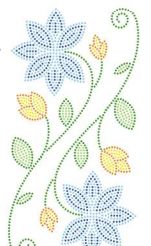
- (a) In recognition of the need for flexibility in emergency situations, this policy may be adjusted to allow for expedited or less restrictive travel bookings when deemed necessary due to unforeseen emergencies.
- (b) In such cases, Travellers may request approval for travel arrangements that deviate from standard procedures, including but not limited to changes in booking timelines, cost limits, or destination restrictions.
- (c) Requests for emergency travel should be submitted to the MN-S Travel Desk as promptly as possible, along with explanation of the emergency situation.
- (d) Approval will be granted on a case-by-case basis by the travellers Designated Authority of Approval or the department/ministry in which the Traveller is associated, and all efforts will be made to accommodate the urgent needs of the individual while maintaining organizational or safety guidelines.

6. Authority and Amendment

- (a) This Policy is strictly enforced by the Designated Authority of Approval, to whom the Traveller directly reports.
- (b) Any proposed amendments must be approved by the COO and CEO, then presented to the Finance Committee and Provincial Métis Council (PMC) for approval prior to implementation.
- (c) Barring unforeseen developments, this Policy is slated for review by the end of Quarter 1, 2025, and will undergo regular updates thereafter to maintain its relevance and effectiveness.

7. Inquiries

- (a) For inquiries regarding the currency or updates to this Policy, individuals are encouraged to contact the Senior Official to whom the Traveller directly reports.
- (b) This centralized resource concerns and to provide clarification on Policy provisions, address any questions or concerns, and ensure that Travellers have access to the most current information regarding travel guidelines and procedures.





8. Attachments / Appendices

- Attachment A: [MN-S Travel Expense Claim Form 2025](#)
- Attachment B: [MN-S Employee Travel Policy](#)
- Attachment C: [MN-S Guest Travel Policy](#)
- Attachment D: [Fleet Vehicle Policy – In Progress](#)

9. References

- Income Tax Act and Regulations (Canada)
- The Saskatchewan Employment Act
- Employment Standards Regulations (Saskatchewan)
- The Saskatchewan Human Rights Code
- SPP 2.06.SK — Hours of Work
- SPP 3.06.SK — Overtime

10. Revision History

Revision Date	Nature of Revision	Approved By	Effective Date

