



TREASURY BOARD DIRECTIVE

- TO ALL:** MINISTERS
DEPUTY MINISTERS
EXECUTIVE FINANCIAL OFFICERS
SENIOR FINANCIAL OFFICERS
- DIRECTIVE:** 1/95
- SUBJECT:** Air travel policy.
- AUTHORITY:** This directive is issued pursuant to sections 4 and 24 of the Financial Administration Act.
- APPLICATION:** Policies 1, 2, 3 and 4 apply to all members of the Executive Council while travelling on government business, and to members of the Legislative Assembly discharging their duties in accordance with section 26(1)(b)(iv) of the Constitution Act.
- POLICY:**
1. All members of the Executive Council while travelling on government business and at government expense shall use the most cost-effective mode of transportation. Where air travel is required, the most economical air fare shall be obtained.
 2. The use of chartered aircraft by members of the Executive Council shall be permitted in the following circumstances:
 - a. no scheduled air service is available that can meet the travel requirements (timing or duration) of the member of the Executive Council; or
 - b. the charter cost is economical when compared with the cost of scheduled air service.

3. All charter flights to be taken by members of the Executive Council, other than those arranged by ministries in the normal course of business, shall be arranged through a centralized reservations office operated by the Ministry of Government Services. Charter aircraft and crew shall meet the safety standards established by the province for passenger air services.
4. Details of all charter flights taken by members of the Executive Council, whether arranged through the centralized reservations office or by ministry staff, shall be released to the public within 60 days.
5. Except as authorized by the Legislative Assembly Management Committee, the spouse of a member of the Executive Council may fly at government expense only when formally representing the government at a protocol related function and a written invitation has been extended to the spouse by the government. This policy applies to both charter and scheduled flights.
6. Guests of members of the Executive Council may fly at government expense only when the guests are travelling on government business. This policy applies to both charter and scheduled flights.

**REPEAL OF
EXISTING
POLICIES:**

Section 5.5 of the General Management Operating Policy, except Policy 6 in section 5.5.3.

**EFFECTIVE
DATE:**

November 16, 1994.


Elizabeth Cull
Chair

DEC 19 1994