
MINISTERS' TRAVEL RECEIPTS

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

DIRECTIVE: 04-2016

SUBJECT: **Disclosure of Ministers' Travel Receipts, Expense Forms,
and Expense Summaries**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: April 29, 2016

Minister of Finance

Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records available to the public without a request under that Act:

- **Travel receipts and travel expense forms for expenses incurred by Ministers for government-related travel; and**
- **Summaries of the above expenses.**

Under section 71.1 (4) and (5) of FOIPPA, the travel receipts, travel expense forms and travel expense summaries must be disclosed in the manner and by the timelines set out below:

- (1) Travel receipts and travel expense forms must be redacted to remove any information that must be excepted from disclosure if the receipts or forms were requested under FOIPPA.
- (2) Travel receipts and travel expense forms may also be redacted to remove any information that may be excepted from disclosure if the receipts or forms were requested under FOIPPA.
- (3) Travel expense summaries must include, at a minimum, the following information:
 - a) Name of the Minister;
 - b) Portfolio of the Minister;
 - c) Quarter in which the travel expenses were processed;
 - d) Total in-province flight expenses processed within the quarter;
 - e) Total expenses for other in-province travel processed within the quarter;
 - f) Total out-of-province travel expenses processed within the quarter;
 - g) Total out-of-country travel expenses processed within the quarter;
 - h) Total travel expenses processed within the quarter; and
 - i) Total travel expenses processed within the fiscal year to date.

- (4) Travel receipts, travel expense forms and travel expense summaries must be posted to the Open Information website on a quarterly basis, not later than 30 calendar days after the end of the quarter in which they were processed.
- (5) In order to meet the timelines specified in (4):
- a) Corporate Services Division in the Ministry of Finance must provide to each Ministry its respective travel receipts, travel expense forms, and travel expense summaries not later than 12 calendar days after the end of each quarter;
 - b) Ministries must approve and return the travel receipts, travel expense forms and travel expense summaries to Corporate Services Division not later than 22 calendar days after the end of each quarter; and
 - c) Corporate Services Division must provide the approved travel receipts, travel expense forms and travel expense summaries to Information Access Operations in the Corporate Information and Records Management Office not later than the 24 calendar days after the end of each quarter.

This Directive is effective as of April 29, 2016.

May 5, 2016
Date


Minister of Finance