

DEPUTY MINISTERS' TRAVEL EXPENSE SUMMARIES

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

DIRECTIVE: 04-2020

SUBJECT: **Disclosure of Deputy Ministers' Travel 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: December 15, 2020.

Minister of Citizens' Services

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, Lisa Beare, Minister of Citizens' Services, establish the following as a category of records available to the public without a request under that Act:

Travel Expense Summaries for Expenses Incurred by Deputy Ministers during Government-related Travel.

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

- (1) Travel expense summaries must include, at a minimum, the following information:
 - a) Name of the Deputy Minister;
 - b) Portfolio of the Deputy Minister;
 - c) Month in which the travel expenses were processed;
 - d) Total in-province flight expenses processed within the month;
 - e) Total expenses for other in-province travel processed within the month;
 - f) Total out-of-province travel expenses processed within the month;
 - g) Total out-of-country travel expenses processed within the month;
 - h) Total travel expenses processed within the month; and
 - i) Total travel expenses processed within the fiscal year to date.
- (2) Travel expense summaries must be made available through the Open Information website on a monthly basis, not later than 30 calendar days after the end of the month in which they were processed.
- (3) In order to meet the timelines specified in (2), Ministries must provide the approved 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 month.

This Directive is effective as of December 15, 2020.

December 15, 2020
Date


Minister of Citizens' Services