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**PUBLIC DISCLOSURE OF TRAVEL AND EXPENSE POLICY**

September 20, 2012

**1. Purpose**

This policy provides a framework for the routine disclosure of expense information of government officials to enhance public confidence by improving accountability and transparency.

**2. Interpretation**

In this policy:

- (a) “Discloser” means an individual described in section 3;
- (b) “Expenses” means costs and allowances incurred by an individual in the course of Government Business, including those arising from:
  - (i) travel, including transportation, accommodation, meals and related incidentals; or
  - (ii) Hospitality and Working Sessions;
- (c) “Government Business” means activities intended to promote and achieve the goals and objectives of the Government of Alberta;
- (d) “Hospitality” means any activity that incurs Hospitality Expenses as defined in the Travel, Meal and Hospitality Expenses Policy; and
- (e) “Working Sessions” means activities that incur Working Session Expenses as defined in the Travel, Meal and Hospitality Expenses Policy, other than planned corporate events.

**3. Application and Scope**

Except as otherwise provided in this directive, this directive applies to the Expenses of:

- (a) Ministers, Associate Ministers and their political staff;
- (b) Senior Officials appointed by an Order in Council and paid directly by the Government of Alberta;
- (c) Deputy Ministers; and
- (d) employees as defined under the *Public Service Act*, who are in the executive manager classes.

#### **4. Exemption**

Treasury Board may grant an exemption from all or part of this policy.

#### **5. Disclosure of Expense Reports**

(1) A Minister shall ensure that detailed reports of their Expenses and the Expenses of the Disclosers under their administration are publicly accessible online on a bi-monthly basis, within 10 business days after the first day of each calendar month in which a report must be disclosed, beginning December 2012.

(2) Expense reports shall be generated directly from government financial systems to demonstrate the integrity and authenticity of disclosed information.

(3) Expense reports shall not contain Information required to be withheld under Part 2 of the *Freedom of Information and Protection of Privacy Act*.

#### **6. Expense Report Requirements**

(1) Expense reports must, at a minimum, include the following information:

- (a) the name and position of the Discloser;
- (b) the date of the transaction(s) giving rise to the Expense;
- (c) the amount of each Expense;
- (d) the category of each Expense (e.g. travel, including transportation, accommodation, meals and related incidentals; Hospitality and Working Sessions);
- (e) a description and the rationale for each Expense; and
- (f) receipts for each reimbursed Expense.

(2) Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those Expenses were incurred.

#### **7. Interpretive Bulletins or Guidelines**

The Associate Minister of Accountability, Transparency and Transformation or their designate may issue interpretive bulletins or guidelines to assist Disclosers in complying with this policy.

## **8. Publication in the Alberta Gazette**

A Minister or their designate shall submit on a quarterly basis a report of all events under their administration with total Hospitality Expenses paid of more than \$600 to the Alberta Gazette for publication.

## **9. International Travel**

Ministers and Associate Ministers shall disclose their international travel-related expenses in accordance with the Reporting Policy for Ministerial and MLA Travel Outside of Canada.