

Policy approved on: January 20, 2016

SRB Motion 16-1-4

Policy revised on:

## **Travel Policy**

### **1.0 Purpose**

To clarify NWT SRB travel provisions and approval authorities.

### **2.0 Principles**

- 2.1 All travel should be arranged with due regard to economy, safety and the comfort and convenience of travelers.
- 2.2 Travelers are accountable and must be prepared to justify their expenses.
- 2.3 Where there is a conflict between this Policy and the GNWT Financial Administration Manual, the Financial Administration Manual takes precedence.

### **3.0 Definitions**

- 3.1 NWT SRB Member–includes all Members appointed by the Minister of Lands, Government of the Northwest Territories, including the Chairperson.
- 3.2 Spending Authority–a person(s) formally authorized to commit NWT SRB funds as defined in the Finance Policy; or by the Chairperson in the absence of such a policy.
- 3.3 Honoraria–daily remuneration made to a NWT SRB member for time spent on NWT SRB business.
- 3.4 Per-diem–is a daily allowance of money to cover living expenses when traveling for work.
- 3.5 Travel Directive–refers to the published Duty Travel Policy in the GNWT Financial Administration Manual (FAM).

### **4.0 Eligibility**

- 4.1 This Policy applies to all NWT SRB Members and staff.

### **5.0 Provisions**

*Travel*

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- 5.1 Subject to 5.3 below, all travelers should plan travel enough in advance to get discounted/excursion fares where possible.
- 5.2 When a traveler alters travel arrangements without special reasons, and extra cost is incurred, that individual will pay the cost difference.

#### *Travel Forms*

- 5.3 All travel shall be duly authorized in advance by the proper spending authority and form.

#### *NWT SRB Travel in Combination with Other Travel*

- 5.4 When a traveler wants to combine another travel event with an NWT SRB sponsored event, travel expenses claimed for reimbursement for the NWT SRB sponsored event may not exceed those that would normally be incurred for that event.

#### *Travel by Non-Standard Means*

- 5.5 When a traveler desires to travel by a means that is non-standard (not the normal means considered practical and most economic for the event), travel expense claimed for reimbursement may not exceed those that would normally be incurred for the event using standard means.

#### *Telephone and Internet Access*

- 5.6 NWT SRB Members may claim for reasonable telephone and internet access expense incurred while on NWT SRB business. All other personal calls are the financial responsibility of the individual.
- 5.7 The maximum daily per-diem shall be consistent with the FAM unless demonstrated otherwise with evidence.

## **6.0 Approval Authority**

#### *Travel*

- 6.1 Unless otherwise provided in this policy, all travel shall be conducted according to the Government of the Northwest Territories Financial

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Administration Manual.

- 6.2 All travel by NWT SRB Members shall be pre-authorized, except in the event of unanticipated travel when the Chairperson or Acting-Chairperson shall pre-authorize the travel.
- 6.3 Air charters shall be authorized, in writing, by the Chairperson when it is the only means, or the most cost efficient means of travel.
- 6.4 When NWT SRB Members make their own travel and related accommodation reservations, each traveler shall advise the NWT SRB Coordinator of all such arrangements and itineraries before the travel taking place.

*Travel Claim Expenses*

- 6.5 Each travel expense claim form shall be approved by Chairperson before travel funds are reimbursed to NWT SRB Members.
- 6.6 If a travel advance is requested, travelers must submit completed travel advance request forms no less than 5 working days before the travel is to take place.
- 6.7 All claim forms submitted will be reviewed by the Chairperson for compliance with this Travel Policy before being processed for payment.

**Approved by the NWT Surface Rights on January 20, 2015.  
SRB 16-1-4. Certified by:**

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Louie Azzolini  
Chairperson, NWT Surface Rights NWT SRB

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**Travel Request and Authorization Form**

Name of Traveler	
Name of Event	
Location of Event	
Date(s)	
Purpose of Travel	
Special Considerations (Are there other factors that will affect the overall travel cost?)	
Initial Travel Details	
<b>Estimate of Expenses</b>	
Transportation:	\$
Accommodation:	\$
Meals and Incidentals:	\$
Registration Fees applicable):	\$
Honoraria (if applicable)	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Total Estimated Travel Cost	\$

**Non-standard Items (if needed)**

<b>Vehicle rental Requested by:</b>	<b>Private Vehicle Requested by:</b>
Traveler <input type="checkbox"/> or Employer <input type="checkbox"/> (check one)	Traveler <input type="checkbox"/> (or Employer <input type="checkbox"/> (check one)
Daily Rate:	Rate (\$/km):

**Travel Advance**

<b>Travel Advance Request</b>	Amount:
	Comment:

I acknowledge and accept the current terms and conditions of the Travel Policy.	Signature of traveler:
Date:	

Name and signature of person traveling	Name and signature approving this travel

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**Acknowledgement of Travel Policy**

I acknowledge and accept the current terms and conditions of the Travel Policy.	Signature of Traveler:
Date:	

**Signatures**

Name and signature of person traveling	Travel Approved by:
Name:	Name:
Signature:	Signature:

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**Travel Expense Claim Form**

<b>Name:</b>		<b>Travel Details</b>				
Purpose:		Leave on: Click or tap to enter a date.		Travel to:		
		Return on: Click or tap to enter a date.		Return to:		
Travel by:		Air <input type="checkbox"/>	Road <input type="checkbox"/>	Other) <input type="checkbox"/>		
<b>Transportation &amp; Accommodation</b>						
Airline Ticket Cost				Prepaid <input type="checkbox"/>	\$	
Accommodation Expense				Prepaid <input type="checkbox"/>	\$	
Taxi & Parking				Prepaid <input type="checkbox"/>	\$	
Vehicle Rental				Prepaid <input type="checkbox"/>	\$	
Public Transport				Prepaid <input type="checkbox"/>	\$	
					<b>Subtotal</b>	<b>\$</b>
<b>Use of Own Vehicle</b>						
From:	To:	km	\$ Per/km			
				\$		
				\$		
					<b>Subtotal</b>	<b>\$</b>
<b>Meals &amp; Incidentals</b>						
Number	Claiming rates <a href="https://my.hr.gov.nt.ca/employee-services/travel/duty-travel/duty-travel-rates">https://my.hr.gov.nt.ca/employee-services/travel/duty-travel/duty-travel-rates</a>					
	Breakfast				\$	
	Lunch				\$	
	Dinner				\$	
	Incidentals				\$	
					<b>Subtotal</b>	<b>\$</b>
<b>Other Expenses (with evidence of expenditure)</b>						
				\$		
				\$		
				\$		
					<b>Subtotal</b>	<b>\$</b>
<b>Total Travel Expenses</b>						
					\$	
Less Travel Advanced Received					\$	
<b>Total Due to traveler or Owed by Traveler</b>					<b>\$</b>	
<b>I confirm that the above expenditures were incurred on NWT SRB business:</b>						
Signature:		Date:	Click or tap to enter a date.	Approved for payment by:		
Cheque Date:	Click or tap to enter a date.	Cheque No.		<b>Amount:</b>	<b>\$</b>	
Completed by:			Verified by:			

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