

SAHTU HEALTH & SOCIAL SERVICES AUTHORITY
Policy

Administration

Travel Policy

INDEX:	ADM.113
DATE OF ORIGIN:	October 6, 2009
DATE REVIEWED/APPROVED:	December 14, 2009
DISTRIBUTION:	All Manuals
ORIGINATED BY:	Director, Finance & Admin

POLICY

The Sahtu Health & Social Services Authority (SHSSA) wishes to ensure that unnecessary GST is not paid on travel and that travel is booked with suppliers that provide contracted discounts. To achieve this result SHSSA employees are not to make their own travel arrangements except in an emergency.

GUIDING PRINCIPLES

Travel must be made by Regional Staff in accordance with the Travel Procedures which can be found on SharePoint under “Shared Document/Procedures” or a copy can be obtained from Regional Office.

Emergency travel would include circumstances such as “air flight cancelled due to weather”, “hotel being overbooked”, etc. In all cases employees may only make arrangements when regional staff is not available.

Any other travel arrangements that an employee feels they must complete by themselves must be pre-approved by the appropriate Program Manager or Director.

If an employee books their own travel for reasons other than above mentioned reasons then reimbursement of the expenditures may be denied; the employee will be responsible for GST if reimbursement is approved; and disciplinary action may result.

DEFINITIONS

Travel - is defined as any travel related expense, other than per diems, which the SHSSA would normally pay for.

Approved by: _____



Chad Fehr, CEO