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## Policy on the Proactive Disclosure of Monthly Travel Expenses

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In July, 2013 the B.C. Information and Privacy Commissioner released [\*Investigation Report F13-03: Evaluating the Government of British Columbia's Open Government Initiative\*](#). The report made 18 recommendations to enhance transparency and accountability through the routine release of information to the public.

One of the report's recommendations is the proactive disclosure of travel expenses:

*The minister responsible for FIPPA should direct ministries to proactively disclose the travel and hospitality expenses of ministers, deputy ministers and assistant deputy ministers or their equivalent by event. The disclosed information should include the date of the event, destination, and expenses relating to flight, other transportation, accommodations, meals and incidentals, and the total amount spent for that particular purpose or event.*

This document sets out the OIPC's policies relating to the disclosure of the Commissioner's travel expenses and includes important information about the categories included in our public reporting.

### Policies

1. The OIPC will proactively disclose information about the Commissioner's travel expenses on a monthly basis in an open format.
2. Travel expense reports will be posted as soon as practicable, however in some cases it may take additional time for expenses to be submitted and verified. The recommended timeline is within 60 days of the end of the reporting period.
3. This policy and other information about the OIPC's proactive disclosure practices will be posted to the OIPC website.

### Data elements

The following data elements are included in OIPC proactive disclosure of travel expenses:

*Year*

The year in which the travel occurred.

### *Month*

The month in which the travel occurred.

### *Start and End Date*

The start and end dates are the timespan of the event for which travel was required.

### *Purpose for Travel*

The purpose of travel gives general information about the nature of event. See Appendix A. Additional information about the event is included in the *comments* section.

### *Air Cost*

The air cost is the total amount for air travel for the event, inclusive of taxes.

### *Air Carrier*

The name of the air carrier(s) used for travel.

### *Vehicle Cost*

The air cost is the total amount for vehicle costs for the event, inclusive of taxes. This includes vehicle rentals.

### *Mileage Cost*

The mileage cost is the total amount of mileage claimed for the event, in accordance with BC Government policy.

### *Ferry Cost*

The ferry cost is the total amount of ferry fares for vehicle and driver, inclusive of taxes. It does not include the costs of any additional passengers.

### *Parking Cost*

The parking cost is the total amount of parking fees claimed for the event.

### *Taxi Cost*

The taxi cost is the total amount of taxi fares for the event.

### *Accommodation Cost*

The total amount of accommodations for the duration of the event, inclusive of taxes.

### *Meals and Daily Allowances*

The total amount claimed for meals, set by BC Government policy, regarding meal claims, and any other eligible daily allowances.

### *Other expenses*

The other expenses category includes other miscellaneous items including transit fares, photocopying services and other sundry expenses. Additional information about these expenses may be included in the comments field.

### *Comments*

Comments include additional information about the event, and may contain additional details about the Other Expenses category.

### **Appendix A: Examples of purpose of travel**

<b>Purpose of Travel</b>
Meetings
Conference attendance
Conference presentation
Speaking Engagement