

# Update from the PSC

## Information for Government Employees

Please be advised the following amendments have been made to the Travel Policy effective May 5, 2011. The Policy applies to all non-bargaining and bargaining unit staff including members of the NSGEU, CUPE, adult correction workers and any other person travelling on government business.

### Tracking Out-of-Province Travel

- Intergovernmental Affairs is now tracking senior officials' travel to Ottawa.
- This means, whenever an employee at or above the Director Level is travelling to Ottawa on government business, a copy of the employee's Out-of-Province Travel Form must now be sent to the Deputy Minister of IGA.

### Limiting the Number of Staff travelling Out-of-Province

- There can now be no more than 2 staff per department traveling out-of-province to attend interjurisdictional meetings or conferences pertinent to their work.
- Exceptions must be approved by the Deputy Minister and Minister. The policy outlines other situations where the number of staff permitted to travel must be determined by the Deputy Minister and Minister.

**Nova Scotia  
Public Service  
Commission**

## VISION

Strategic human resource business partners and leaders, committed to client service excellence.

## VISION

Strategic human  
resource business  
partners and leaders,  
committed to client  
service excellence.

### Private Accommodation Reimbursement Rate Change

- The reimbursement rate for authorized use of private accommodation while on government business has increased from \$20 per night to \$40 per night.
- This change extends the rate increase that was granted to NSGEU employees under the 2010-12 Civil Service Master Agreement to non-bargaining unit employees.

### Rental Vehicles

- Employees must now use a corporate travel credit card when renting vehicles for business-related travel.
- This is necessary to ensure there is appropriate insurance protection.

### Out-of-Country Travel – Transport, Storage and Access of Personal Information on Electronic Devices

Under the Personal Information International Disclosure Protection Act, an employee must get approval from their Deputy Head to temporarily transport, store or access personal information outside of Canada. Approval will be given if their Deputy Head considers it necessary for the performance of their duties or to meet the necessary requirements of the department's operation. This includes personal information in a cell phone or other electronic device (ie a Blackberry). Deputy Head approval is to be confirmed on the Out-of-Country Travel Form.

***The revised Travel Policy and Out-of-Country Travel Form can be found in the Corporate Human Resource Policy Manual at [www.gov.ns.ca/treasuryboard/manuals/500HumanResourcesMgmt.htm](http://www.gov.ns.ca/treasuryboard/manuals/500HumanResourcesMgmt.htm)***

***If you have any questions, please send an email to [sandersh@gov.ns.ca](mailto:sandersh@gov.ns.ca)***