

Employment and Social Development Canada

Delegation of Spending and Financial Authorities – Restrictions

1.01 Events

This is the authority to initiate and pre-approve all expenditures related to events.

An event includes business meetings (working sessions, work planning meetings, advisory and management committees and staff retreats), conferences as well as any other formal gathering of public servants or non-public servants invited to participate in activities such as interviews for recruitment into the public service, prestigious ceremonies, awards and recognition ceremonies. This may include participants from other levels of government or foreign governments, foreign or political dignitaries, national or international organizations, industry representatives and public interest groups.

With the exception of emergency responses, travel within NHQ and formalized training, any potential event activities for enablers (HRSB, CFOB, IITB), including internal audits activities, are considered events.

Events do not include meetings or activities whose sole purpose is the direct delivery of core departmental mandate or formalized training.

Expenditure Initiation Authority (Pre-Approval)

Refer to [Table 1](#) (*Financial Delegations for ESDC as per TB Directive on Travel, Hospitality, Conference and Events Expenditures*) for specific delegations and restrictions.

The level of pre-approval required is based on the total departmental cost of the event. Expenditures associated with an event may include conference fees, professional services, hospitality, accommodation, transportation, meals and other relevant costs including those for participants on travel status. However, the pre-approval for travel, hospitality and conferences must also be applied in conjunction with the pre-approval for the event, where applicable.

Due to the various types of expenditures related to an event, managers must refer to [Table 1](#) to determine which level of pre-approval is required. Where there is a conflict between pre-approval levels required, the higher level of pre-approval must be obtained.

Exempted Events

Non-Events are activities whose sole purpose is the direct delivery of core departmental mandate or formalized training.

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1.02 International Travel Outside Canada

This is the authority to initiate and approve expenditures related to international travel (including USA) in accordance with the [NJC Travel Directive](#) and [TB Special Travel Authorities](#) for activities that are not considered an event, i.e. activities that are in direct link to core departmental mandate or formalized training.

Expenditure Initiation Authority (Pre-Approval)

Refer to [Table 1](#) (*Financial Delegations for ESDC as per TB Directive on Travel, Hospitality, Conference and Event Expenditures*) for specific delegations and restrictions.

Arrangements for travel may be arranged only after the International Travel Plan or individual ad hoc request has been approved, provided the activity does not require further approval. Please refer to departmental [International Travel Plan Procedures](#) for details.

Blanket travel authorities (BTAs) do not apply to international travel. Each trip must be pre-approved by the appropriate delegated authority.

1.03 Domestic Travel (travel in Canada)

This is the authority to initiate and approve expenditures for authorized government travel within Canada. In accordance with the [NJC Travel Directive](#) and [TB Special Travel Authorities](#), for activities that are not considered an event, i.e. activities that are in direct link to *core departmental mandate* or *formalized training*.

Expenditure Initiation Authority (Pre-Approval)

Refer to [Table 1](#) (*Financial Delegations for ESDC as per TB Directive on Travel, Hospitality, Conference and Event Expenditures*) for specific delegations and restrictions.

If travel is part of an event, event approval must occur first before any travel arrangements are made. When pre-approving travel, a discussion between the employer and the employee must be undertaken to ensure that the most practical and economical means is utilized, and that all travel arrangements are consistent with the [NJC Travel Directive](#). The determination of travel arrangements shall best accommodate the employee's needs and the employer's operational requirements. Expenditures related to travel must be managed so that they demonstrate value for money and use the most economical options to minimize and reduce costs whenever possible.

1.04 Local Travel

This is the authority to initiate and approve travel for employees travelling within local area, for activities that are not considered an event, i.e. activities that are in direct link to core departmental mandate or formalized training.

For the purpose of obtaining approval as per the delegated instrument, ESDC has defined local travel as:

- a) Module I and part of Module II of the NJC Travel Directive (i.e. no overnight stay); and
- b) Transportation using means such as taxis, public transit, personal vehicle or government fleet vehicles; and
- c) Travel within a radius of 100 km from the assigned workplace (where the employee normally reports to), using the most direct, safe and practical road.

Note: Travel within the expanded workplace area does not include travel by air or by rail.

1.06 Training/Tuition

This is the authority to initiate and approve training courses and tuition fees expenditures. Training activities are considered events. Note that the only type of training not to be treated as an Event is the formalized training. The following criteria define training that does not require an event approval. However, note that the appropriate level of approval is still required in accordance with the Delegations of Authority Instrument for training:

- a) Formalized programs approved and delivered by a department (Service Canada College) to departmental staff to ensure that staff are qualified to perform their assigned duties;
- b) Formalized program of instruction to ensure that staff are qualified to perform their assigned duties approved by a department and delivered by a third party such as the Canada School of Public Service, universities or colleges; or
- c) Formalized program of instruction or accreditation approved by a professional body as recognized by federal or provincial statute and delivered by organizations certified by the professional body, including for the purpose of acquiring or maintaining those accreditations required by staff as part of their duties.

1.07 Conferences

Departmental conferences (for attendance or sponsored) are normally considered events and are subject to restrictions of delegated authority as presented in [Table 1](#). Exempted Events conferences are activities whose sole purpose is the direct delivery of core departmental mandate.

Expenditures related to a conference must be managed so that they demonstrate value for money and use the most economical options to minimize and reduce costs whenever possible.

This is the authority to initiate and approve expenditures related to conferences. A conference includes a congress, convention, briefing seminar or other formal gathering in one location where participants discuss, contribute to, or are informed about matters of common interest. Conferences may include attendees from other government departments or from non-governmental organizations, and guest speakers (government or non-government) are often part of a conference. Conferences normally include a pre-set agenda, presentations or panel discussions by subject matter experts, exhibits of subject matter related items. Normally, participants are not required to be members of a particular organization.

Conference Sponsorship

In the case where ESDC sponsors a conference, a memo to the DM must be prepared with a justification of the conference and an explanation of whether the conference sponsorship falls under Vote 1 type expenditure (Operating Funds expenditures) or Vote 5 type expenditure (G&C expenditures).

Expenditure Initiation Authority (Pre-Approval)

Refer to [Table 1](#) (*Financial Delegations for ESDC as per TB Directive on Travel, Hospitality, Conference and Events Expenditures*) for specific delegations and restrictions.

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Events and Exempted Events approval summary

The following table summarizes the applicable level of pre-approval required for Events and Exempted Events as per the Delegation Instrument (columns 1.01 to 1.07) and the applicable restrictions specified in the [TB Directive on Travel, Hospitality, Conference and Event Expenditures](#).

Table 1 - Financial delegations for ESDC as per TB Directive on Travel, Hospitality, Conference and Event Expenditures

	Minister of ESDC Minister of Labour Ministers of State	Deputy Minister of ESDC Deputy Minister of Labour Chief Operating Officer for Service Canada	Senior Associate DM Associate DM ADM and equivalents	Director General	Director	Manager
EVENTS – Expenditure Initiation*						
Events Total Planned Costs including GST, HST and PST (with travel or hospitality or conferences or training activities) **	Full	Up to \$25,000 max \$5,000 for Hospitality & subject to restrictions**	Up to \$5,000 max \$1,500 for Hospitality & subject to restrictions	Up to \$1,500 (no travel/no conferences) Hospitality subject to restrictions	-	-
EXEMPTED EVENTS						
Core mandate and formalized training activities - No event approval required						
Deputy Minister Travel	Full	-	Full (CFO only)	-	-	-
International Travel*	Full	Full	Full (CFO + Senior ADM of SPR only)	-	-	-
Domestic Travel*	Full	Full	Full	-	-	-
Local Travel	Full	Full	Full	Full	Full	Full
Conference	Full	Up to \$25,000	Up to \$5,000	-	-	-
Training (formalized)	Full	Full	Full	Full	Full	Full
Hospitality ***	Full	Up to \$5,000	Up to \$1,500	Up to \$1,500	-	-
				Subject to Hospitality restrictions		

* Once an Event or travel related to core-mandate or formalized training is approved on paper (i.e. event plan, travel plan or ad hoc approval) by the proper delegated authority (ADM or above level), the electronic approval in the travel system can be done by a lower level.

** Deputy Minister has full authority for internal audit engagement activities.

***An individual who is a participant at a hospitality activity may not approve the hospitality. The approval of higher authority is to be obtained.