



Parole Board of Canada

Report on Annual Expenditures for Travel, Hospitality and Conferences for 2016-2017



As required by the Treasury Board [Directive on Travel, Hospitality, Conference and Event Expenditures](#), this report provides information on the total annual expenditures for each of the travel, hospitality and conference fees for the Parole Board of Canada (PBC) for the fiscal year ending March 31, 2017. It also provides the variance explanations from the previous fiscal year in each of these areas.

This information is updated annually and does not contain information withheld under the [Access to Information Act](#) or the [Privacy Act](#).

Expenditures on travel, hospitality and conference fees incurred by PBC are in support of its mandate and Government priorities. The PBC is an independent administrative tribunal responsible for making decisions about the timing and conditions of release of offenders to the community on various forms of conditional release. The PBC also makes record suspension decisions, and recommendations for clemency through the [Royal Prerogative of Mercy](#).

Travel is required as part of the delivery of PBC's mandate. The most significant component is travel by Board members and staff to correctional institutions to conduct conditional release hearings. Travel is also required for internal governance, as the department has a total of 6 regional offices distributed across 5 provinces. Another main reason for travel at the PBC is travel required for training. The importance of national consistency in conditional release decision-making requires that staff and Board members attend the same department-wide training. PBC endeavours to minimize travel costs to the extent possible by encouraging options, such as teleconferencing and video-conferencing.

The PBC endeavors to minimize hospitality expenses to the extent possible. Expenses are primarily incurred by the PBC as a result of the requirement for employees to work through normal break or meal periods due to operations or business meetings. On an exceptional basis, the PBC will offer hospitality as part of an activity such as Board Member training or National Public Service Week.

PBC conference expenses generally represent conference registration fees where a PBC employee has participated on behalf of the organization, and may or may not have presented a subject relevant to the department's mandate. The PBC has a National Conference Committee to review and approve the participation of Board Members and employees in regional, national and international conferences.

For more information on the department's mandate and activities, please refer to the PBC's [Departmental Plan](#) and [Departmental Results Report](#).

Annual Expenditures for Travel, Hospitality and Conferences of PBC are summarized below:

Expenditure category (in thousands of dollars)	Expenditures for the year ending March 31, 2017	Expenditures for the previous year ending March 31, 2016	Variance
	(a)	(b)	(a - b)
Travel – Public Servants	\$1,465	\$1,536	(\$71)
Travel – Non-Public Servants	\$125	\$86	\$39
International Travel by Minister and the Minister’s Staff	\$0	\$0	\$0
Total Travel	\$1,590	\$1,622	(\$32)
Hospitality	\$10	\$4	\$6
Conference Fees	\$12	\$14	(\$2)
TOTAL	\$1,612	\$1,640	(\$28)

Significant Variances Compared With the Previous Fiscal Year

Travel:

Departmental travel expenditures for public servants decreased in 2016-17 by \$71K compared to 2015-16. This decrease is in line with its continued efforts to ensure that travel expenditures are managed in the most effective and economical manner by promoting the use of available technologies such as teleconferencing and videoconferencing.

Departmental travel expenditures for non-public servants increased in 2016-17 by \$39K compared to 2015-16, and are primarily due to travel by Elders. PBC’s work to strengthen the way it meets the need of Indigenous offenders, victims and communities, continues to ensure that systemic barriers to Indigenous involvement in relation to conditional release and record suspensions are addressed.

International Travel by Minister and Minister’s Staff: Not applicable.

Hospitality:

Departmental hospitality expenditures increased in 2016-17 by \$6K compared to 2015-16. The increase is explained by a few instances where expenses were incurred for employees to work through normal break or meal periods during meetings or training.

Conference Fees:

Departmental conference fees expenditures decreased in 2016-17 by \$2K compared to 2015-16. In 2016-17, participation was approved for fewer conferences than in the previous year.