

2018-19 Annual Report on Travel, Hospitality and Conference Expenditures

As required by the Treasury Board [Directive on Travel, Hospitality, Conference and Event Expenditures](#), this report provides information on travel, hospitality and conference expenditures for the Privy Council Office (PCO) for the fiscal year ended March 31, 2019, except for information withheld under the [\[Access to Information Act\]](#) or the [\[Privacy Act\]](#).

Travel, hospitality and conference expenditures incurred by a federal department or agency relate to activities that support the department or agency's mandate and the government's priorities.

PCO's travel, hospitality and conference expenditures support the delivery of the following core responsibility:

- The PCO delivers analysis, advice and support to the Prime Minister and Ministers of the Portfolio including non-partisan advice and information from across the Public Service resulting from consultations and collaboration with international and domestic sources inside and outside the government.
- Further, PCO serves as the secretariat to the Cabinet and its committees, including managing the Cabinet's decision-making system; coordinating departmental policy proposals to Cabinet; scheduling and providing support services for meetings of Cabinet and Cabinet committees; advancing the Government's agenda across federal departments and agencies; and providing administrative services to the Prime Minister's Office, Portfolio Ministers and to Commissions of Inquiry.

Additional information on the PCO programs and activities may be found on the department's website and in its [2018-19 Departmental Plan](#).

Total annual PCO expenditures for travel, hospitality and conferences for the 2018-19 fiscal year and the 2017-18 fiscal year are summarized in the table below.

Expenditure Category	Expenditures for year ended March 31, 2019 (\$ thousands)	Expenditures for year ended March 31, 2018 (\$ thousands)	Variance (\$ thousands)
Travel			
Operational Activities	\$6,045	\$4,818	\$1,227
Key Stakeholders	\$110	\$202	\$(92)
Internal Governance	\$14	\$159	\$(145)
Training	\$63	\$51	\$12
Other	\$9	\$103	\$(94)
A. Total Travel	\$6,241	\$5,333	\$908
B. Hospitality	\$322	\$453	\$(131)
C. Conference Fees	\$25	\$26	\$(1)
Total [A+B+C]	\$6,588	\$5,812	\$776
International travel by minister and minister's staff (included in travel)	\$62	\$138	\$(76)

Significant variances compared with previous fiscal year

Travel: Compared to fiscal year 2017-18, departmental travel expenditures increased by \$908 thousand. The increase is primarily attributed to the ongoing operations and activities of the [National Inquiry into Missing and Murdered Indigenous Women and Girls \(MMIWG\)](#) which ends in 2019-20.

Hospitality: Compared to fiscal year 2017-18, departmental hospitality expenditures decreased by \$131 thousand. This decrease is primarily attributed to a decrease in event hospitality under MMIWG during its second full year of operations.

Minister and minister's exempt staff: compared with fiscal year 2017–18, departmental expenditures for international travel by Ministers and their exempt staff decreased by \$76 thousand. This decrease is primarily attributable to fewer international trips. Travel associated with the North American Free Trade Agreement discussions was reduced compared to 2017-18.