

2019-2020 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, 2020, 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 supports the Prime Minister and Cabinet in advancing Government priorities, through the provision of non-partisan advice, supporting the smooth functioning of the Cabinet decision-making process and facilitating the implementation of the Government's agenda, and by leading an agile, inclusive and equipped Public Service.
- As 2019-20 was also a legislated election year, the PCO, lead by the Clerk of the Privy Council, served as the caretaker ministry, ensuring continuity of services to Canadians while managing the transition period of Government.
- The election period also brought with it some structural changes to the PCO. With the appointment of the Cabinet, the PCO assumed the provision of support services to the new Deputy Prime Minister, and transferred the Youth and LGBTQ2 Secretariats to the Department of Canadian Heritage.

Additional information on the PCO programs and activities may be found on the department's website and in its [2019-20 Departmental Plan](#).

Total annual PCO expenditures for travel, hospitality and conferences for the 2019-20 fiscal year and the 2018-19 fiscal year are summarized in the table below.

Expenditure Category	Expenditures for year ended March 31, 2020 (\$ thousands)	Expenditures for year ended March 31, 2019 (\$ thousands)	Variance (\$ thousands)
Travel			
Operational Activities	3,297	6,045	(2,748)
Key Stakeholders	165	110	55
Internal Governance	5	14	(9)
Training	72	63	9
Other	16	9	7
A. Total Travel	3,555	6,241	(2,686)
B. Hospitality	406	322	84
C. Conference Fees	30	25	5
Total [A+B+C]	3,991	6,588	(2,597)
International travel by minister and minister's staff (included in travel)	10	62	(52)

Significant variances compared with previous fiscal year

Travel: Compared to fiscal year 2018-19, departmental travel expenditures decreased by approximately \$2.7 million. While COVID-19 did result in reduced travel during the last quarter of the fiscal year, the primary driver of this variance for 2019-20 is the close out of the operations and activities of the [National Inquiry into Missing and Murdered Indigenous Women and Girls \(MMIWG\)](#) in June 2019.

Hospitality: Compared to fiscal year 2018-19, departmental hospitality expenditures increased by \$84,000. This increase is primarily as a result of expenditures incurred for the Canada Youth Summit.

Additionally, a small increase was identified as a result of PCO absorbing costs for cross-department events for administrative efficiency.