



Office of the Ethics Commissioner of Alberta

Non-Commercial Travel Reporting and Approval Form

February 2018

Please complete the information below and email to disclosure@ethicscommissioner.ab.ca for filing and approval

NOTE: the information provided will be included in your annual public disclosure statement

Members may only accept travel on non-commercial aircraft under certain circumstances as set out under Section 7.1 of the *Conflicts of Interest Act* which reads as follows:

Travel on non-commercial aircraft

7.1(1) In this section, “non-commercial chartered or private aircraft” does not include a non-commercial aircraft chartered by the Crown or a private aircraft owned or leased by the Crown.

(2) A Member breaches this Act if the Member accepts an offer of travel on a non-commercial chartered or private aircraft that is connected, directly or indirectly, with the performance of the Member’s office, unless

- (a) the travel is required for the performance of the Member’s office,
- (b) there are exceptional circumstances warranting the acceptance of the travel, or
- (c) the member receives approval from the Ethics Commissioner before accepting the travel.

(3) An approval by the Ethics Commissioner under subsection (2)(c)

- (a) may be given only if the Ethics Commissioner is of the opinion that the acceptance will not create a conflict between a private interest and the public duty of the Member, and
- (b) may be given subject to any conditions determined by the Ethics Commissioner.

(4) Within 30 days after accepting an offer of travel under this section, a Member shall report the following in the form and manner determined by the Ethics Commissioner:

- (a) the date, place of origin and destination of the travel;
- (b) the person who provided the travel;
- (c) the circumstances in which the travel was accepted;
- (d) any other information determined by the Ethics Commissioner.

(5) The Ethics Commissioner may publish information reported under subsection (4) on the Ethics Commissioner’s website in a form that the Ethics Commissioner considers appropriate.

Date of flight(s), origin, destination and cost (per person) of flight:

Name of donor(s) or party(ies) responsible for offering travel (include Ph #):

Circumstances under which the travel is being offered (i.e. reason for accepting travel, attach additional page(s) or supporting documentation, including email correspondence):

Ethics Commissioner’s Decision – Approved: YES or NO

Ethics Commissioner’s Conditions or Stipulations: