



INFORMATION BULLETIN

NON-COMMERCIAL AIR TRAVEL

I. TRAVEL ON NON-COMMERCIAL AIR TRAVEL

This bulletin provides the Commissioner's general advice with respect to accepting flights on, or travelling using, non-commercial aircraft such as private charters and jets.

II. WHAT IS ALLOWED AND WHAT IS NOT ALLOWED?

Section 7.1 of the *Conflicts of Interest Act* prohibits a Member from accepting 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, or
- (c) the Member receives prior approval of the Ethics Commissioner, which can only be granted 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.

For Members' protection, the Ethics Commissioner recommends that Members seek advance approval before accepting a flight.

III. WHAT DO I NEED TO DO?

If a Member is considering accepting a non-commercial flight, the non-commercial air travel form should be completed and submitted to the Office of the Ethics Commissioner for the Ethics Commissioner's consideration and approval as early as possible and at least three days prior to the flight.

All non-commercial flights accepted under section 7.1 must be reported to the Ethics Commissioner within 30 days of acceptance and will be reported on the Member's public disclosure statement.

Here is a link to our webpage where you may download and complete the necessary form:
<https://www.ethicscommissioner.ab.ca/disclosure/members-mla/>