# PROACTIVE DISCLOSURE: TRAVEL EXPENSES

| Resource Name | Resource Type | Format | Language | Links |
|---|---|---|---|---|
| Proactive Disclosure - Travel Expenses | Dataset | CSV | English French | Access |
| Directive on the Management of Expenditures on Travel, Hospitality and Conferences | Website | HTML | English | Access |
| Directive on the Management of Expenditures on Travel, Hospitality and Conferences | Website | HTML | French | Access |
| Search Government Travel Expenses | Website | HTML | English | Access |
| Search Government Travel Expenses | Website | HTML | French | Access |
| Proactive Disclosure - Travel Expenses Nothing to Report | Dataset | CSV | English French | Access |
| Data Dictionary - Travel | Dataset | DOCX | English | Access |
| Data Dictionary - Travel | Dataset | DOCX | French | Access |
| Data Dictionary - Proactive Disclosure - Travel Expenses | Guide | JSON | English French | Access |
| Data Dictionary - Proactive Disclosure - Travel Expenses | Guide | XLSX | English French | Access |

**Additional Information**

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**Keywords:** Proactive Disclosure | PD

**Subject:** Government and Politics | Information and Communications

**Maintenance and Update Frequency:** Quarterly

**Date Published:** 2016-01-29

**Date Modified:** 2016-01-29

Openness Rating: ★★★

**About this Record**

**Record Released:** 2017-02-20

**Record Modified:** 2021-01-22

**Record ID:** 009f9a49-c2d9-4d29-a6d4-1a228da335ce

**Metadata:**

Link to JSON format

DCAT (JSON-LD)

DCAT (XML)

Atom Feed

- Our group used open.canada.ca
- This dataset consolidates all the Travel Expense reports submitted by federal institutions.
- It is important to note that the government is interested in reducing expenses, reason enough to collect this data year to year.
- Travel Expenses: The rules and principles are outlined in the Policies for Ministers' Offices, in Treasury Board's Travel Directive and Special Travel Authorities.

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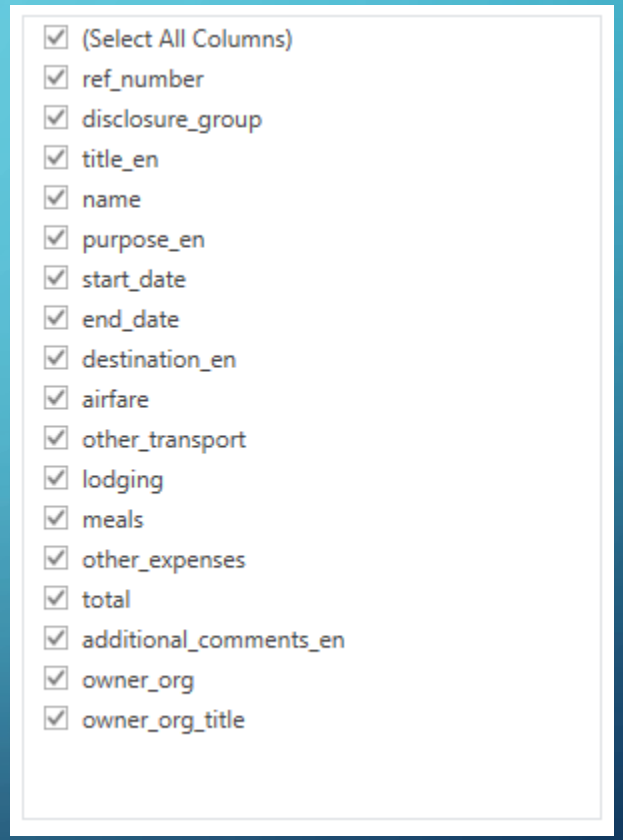
# INITIAL EXPLORATION

- The dataset presents a number of categories to explore.
- The uncleaned data is extensive, showing 1 000 000+ entries over the span of 18 years.
- A number of categories can be removed: ref_number, disclosure_group, the French categories, additional_comments, owner_org.
- Our group chose to focus on the last three years: 2018, 2019 and 2020.
- After the initial clean, the data is reduced significantly with just over 300 000 entries.

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# METADATA/DATA DICTIONARY - TRAVEL

## Dataset Fields

| Field Names | Brief Descriptions | Format |
|---|---|---|
| ref_number | Reference Number | Text |
| disclosure_group | Disclosure Group | Text |
| title_en | Title (English) | Text |
| title_fr | Title (French) | Text |
| name | Name | Text |
| purpose_en | Purpose of Travel (English) | Text |
| purpose_fr | Purpose of Travel (French) | Text |
| start_date | Travel Start Date | Date |
| end_date | Travel End Date | Date |
| destination_en | Destination (English) | Text |
| destination_fr | Destination (French) | Text |
| airfare | Airfare | Numeric |
| other_transport | Other Transportation | Numeric |
| lodging | Accommodation | Numeric |
| meals | Meals and incidentals | Numeric |
| other_expenses | Other Expenses | Numeric |
| total | Total Amount | Numeric |
| additional_comments_en | Additional Comments (English) | Text |
| additional_comments_fr | Additional Comments (French) | Text |
| owner_org | Owner Organisation Code | Text |
| owner_org_title | Owner Organisation Title (English and French) | Text |

## Data Dictionary

| Attribute | Attribute Description |
|---|---|
| **Field Name** | This text should correspond directly with the field name in your template |
| **Description** | This provides a brief description of the element |
| **Obligation** | Indicates whether the element is required to always or sometimes be present (i.e., contain a value). Options are:<br>• Mandatory<br>• Mandatory, conditional<br>• Optional |
| **Condition** | Describes the condition or conditions according to which a value shall be present |
| **Format Type** | Indicates the required format of the values, if any, at the file level. "Free text" indicates that the value may be input using natural language (i.e., there is no constraint) while "Text" indicates the value comes from a controlled vocabulary specified in the Encoding Scheme attribute |
| **Validation** | Indicates what the system will accept in this field |
| **Validation Errors** | This section indicates when an error has been made. It will detail the error and provide instruction on how to correct it. |

## Data Dictionary: Entry Sample

| Attribute | Attribute Description |
|---|---|
| **Field Name** | Purpose of Travel (English) |
| **Description** | A description of the reason for the government trip in question. The description should be succinct (one line if possible) and provide users with a general sense of the trip's purpose. Use of acronyms should be avoided, in English. |
| **Obligation** | Mandatory |
| **Condition** | N/A |
| **Format Type** | Free text |
| **Validation** | This field must not be empty |

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# POTENTIAL QUESTIONS TO EXPLORE

1. Which factions of the Government have spent the most in 2018, 2019 and 2020? (Overall totals)
2. Where are the majority of travel expenses going?
3. Where are the most popular destinations?
4. Is there a consistency in the role of the travelling individual?
5. What effect did COVID-19 have on expenses?

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# SELECTED QUESTIONS

1. Which factions of the Government have spent the most in 2018, 2019 and 2020? (Combined yearly totals)
2. Where are the majority of travel expenses going?
3. ~~Where are the most popular destinations?~~
4. ~~Is there a consistency in the role of the travelling individual?~~
5. What effect did COVID-19 have on expenses?

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# DATA QUALITY ISSUES

| Field | Issue | Magnitude | Decision Taken |
|---|---|---|---|
| **End Date** | Wrong Values:<br>a) Wrong Format<br>b) Impossibly high years (e.g. year 21xx, 3xxx) | 9 records | Corrected to mimic “Start Date” |
| **End Date** | Some “End Dates” are blank | 804 records | Corrected to mimic “Start Date” |
| **Total (expenses)** | “Total” expenses exceeding 300K CAD for short trips, likely a decimal oversight | 4 records | Corrected using the sum of all expense fields (e.g. airfare + other + lodging) |
| **Total (expenses)** | “Total” expenses are not equal to the sum of all individual expenses (e.g. airfare + other + lodging) | 2266 records | Noted these records, decided to use anyway for overall totals |
| **Airfare, other_transport, lodging, meals** | Extreme values exceeding 800K | 4 records | Decided to ignore values as only the “Total” field was required for analysis |

| Issue | Decision Taken |
|---|---|
| **The year 2020 is limited with data from January to November (December is excluded)** | Ignore – the Analysis was performed on an overall annual basis. Assumed that December 2020 would not significantly change the analysis due to COVID-19 and the travel restrictions in place. |
| **Prior to 2018, many divisions do not have travel data** | Ignore – the group decided to focus on the last 3 of available data to address the assignment business question |

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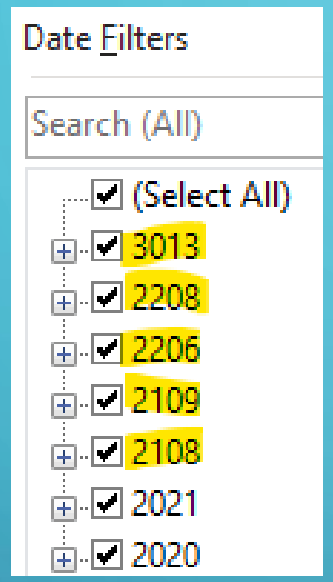
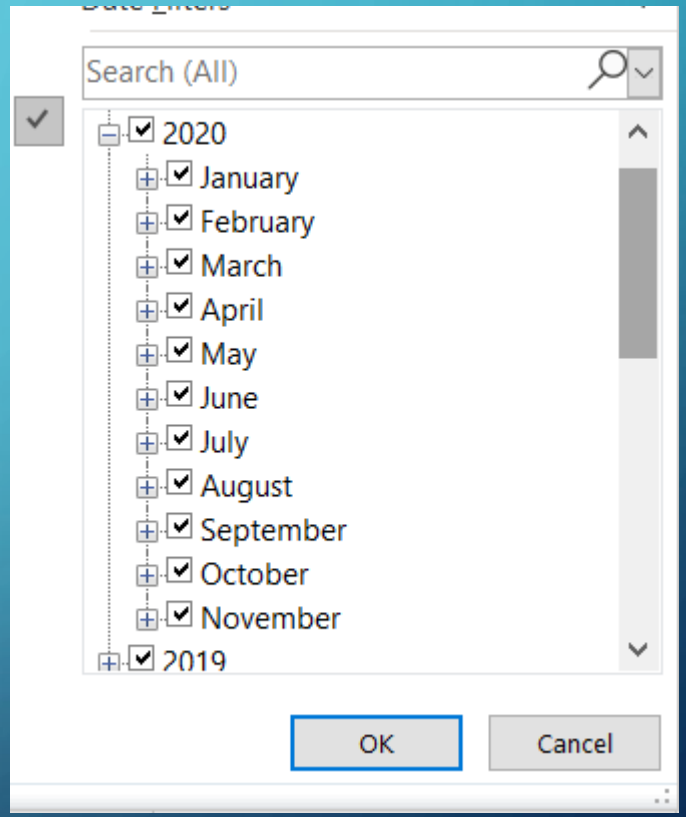
# DATA QUALITY ISSUES - VISUALS

| start_date | end_date |
|---|---|
| 43,418.00 | 43,431.00 |
| 43,833.00 | 43,840.00 |
| 43,613.00 | 43,641.00 |
| 41,688.00 | 41,699.00 |
| 39,549.00 | 39,565.00 |
| 43,141.00 | 43,155.00 |




| start_date | end_date | end_date_corr |
|---|---|---|
| 31-Oct-18 | 02-Nov-2108 | 02-Nov-18 |
| 01-Apr-20 | 31-Mar-2021 | 30-Apr-20 |
| 14-Oct-14 | 0001-01-01 | 14-Oct-14 |
| 04-Nov-15 | 1156-12-09 | 04-Nov-15 |
| 30-Nov-16 | 1116-12-08 | 30-Nov-16 |
| 31-Jan-13 | 31-Jan-3013 | 31-Jan-13 |
| 17-Jan-06 | 19-Jan-2206 | 17-Jan-06 |
| 24-Jul-08 | 24-Jul-2208 | 24-Jul-08 |
| 29-May-19 | 02-Jun-2109 | 02-Jun-19 |




| airfare | other_transport | lodging | meals | other_expenses | total |
|---|---|---|---|---|---|
| 475.14 | 16.05 | 416.56 | 85.40 | 42.00 | 309,309.00 |
| 508.76 | 24.42 | - | 34.25 | 21.00 | 313,313.00 |
| 2,051.99 | 317.50 | 501.28 | 644.43 | - | 314,314.00 |
| - | 238.98 | 224.91 | 114.40 | 21.00 | 315,315.00 |
| 2,264.00 | 82.65 | 622.57 | 865,324.60 | - | 3,380.32 |
| - | 1,926,107.00 | 405.00 | 221.00 | 7.00 | 653.00 |
| 1.83317E+18 | 48.52 | 664.12 | 237.15 | 31.08 | 3354.85 |
| 774.56 | - | 3,228,626.16 | 199.15 | | 1,270.41 |

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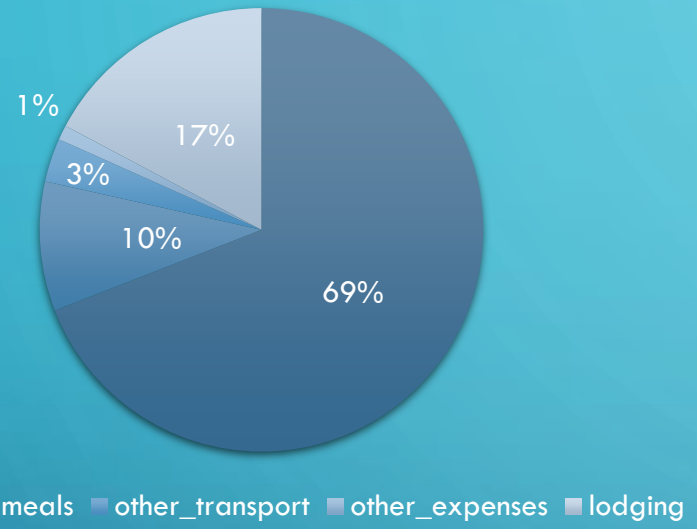
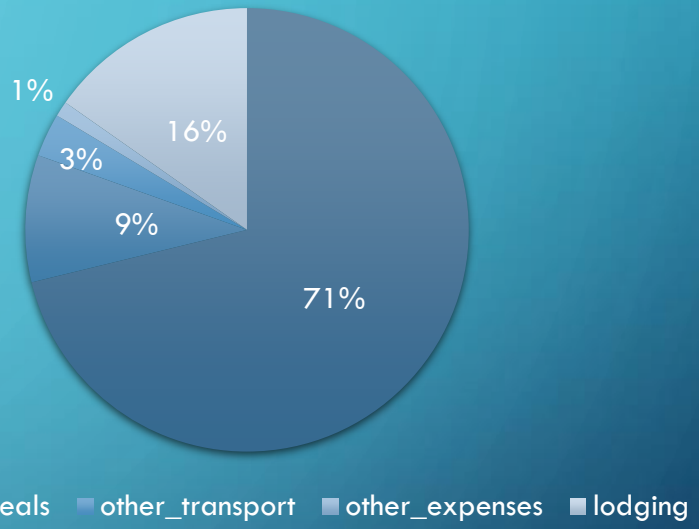
# QUESTION 1: WHICH FACTIONS OF THE GOVERNMENT SPENT THE MOST?
## #1 – NATIONAL DEFENCE

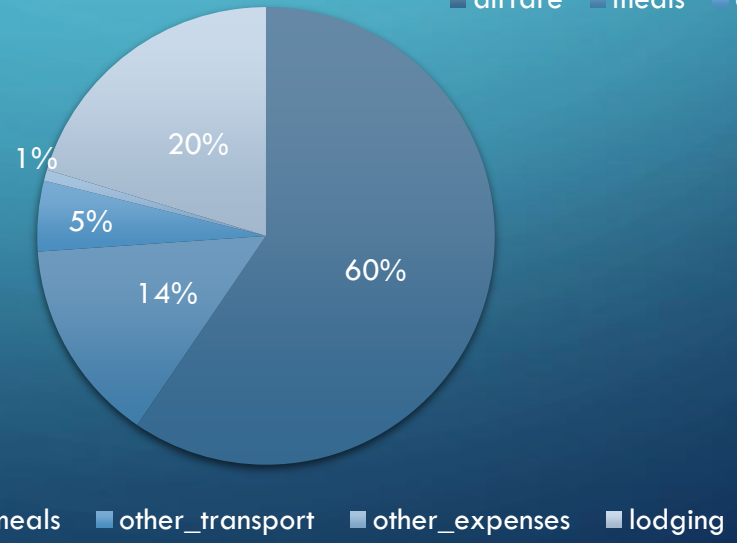
**2018**




**2019**




**2020**

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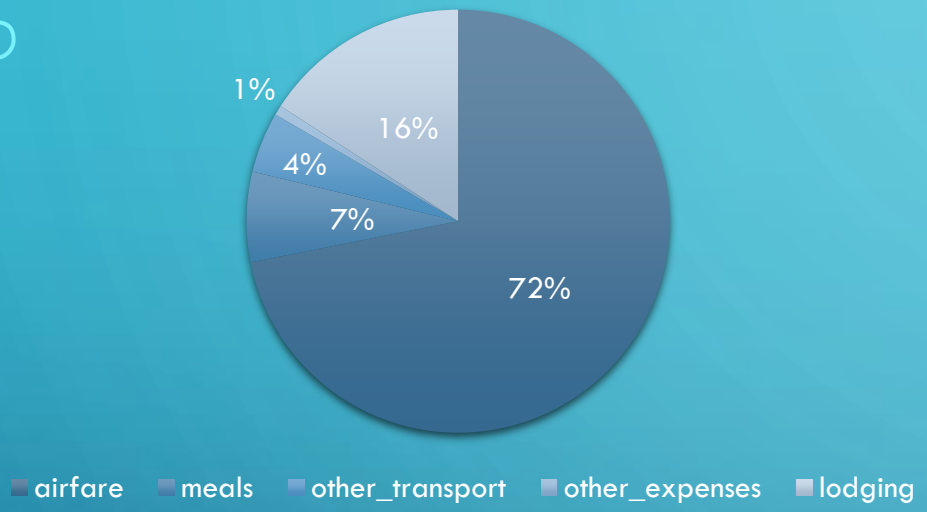
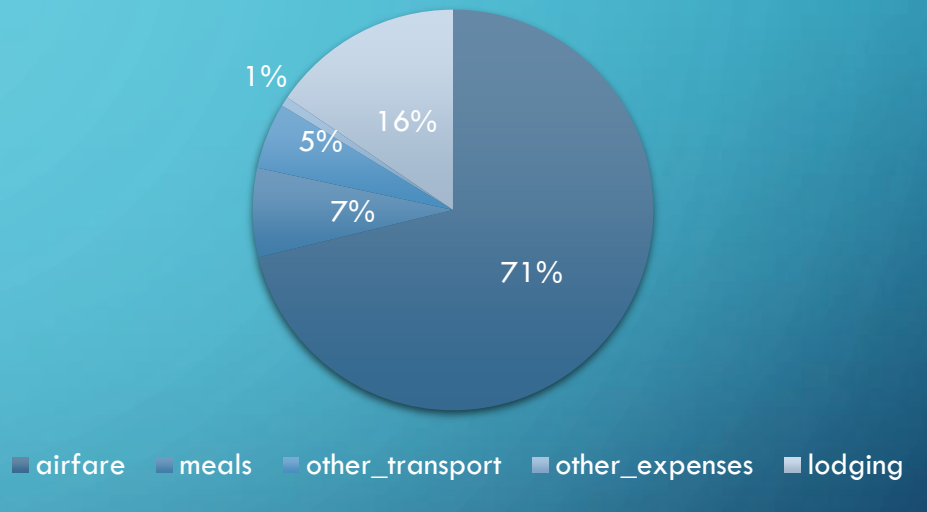
# QUESTION 1: WHICH FACTIONS OF THE GOVERNMENT SPENT THE MOST?
# #2 – DEPARTMENT OF FINANCE

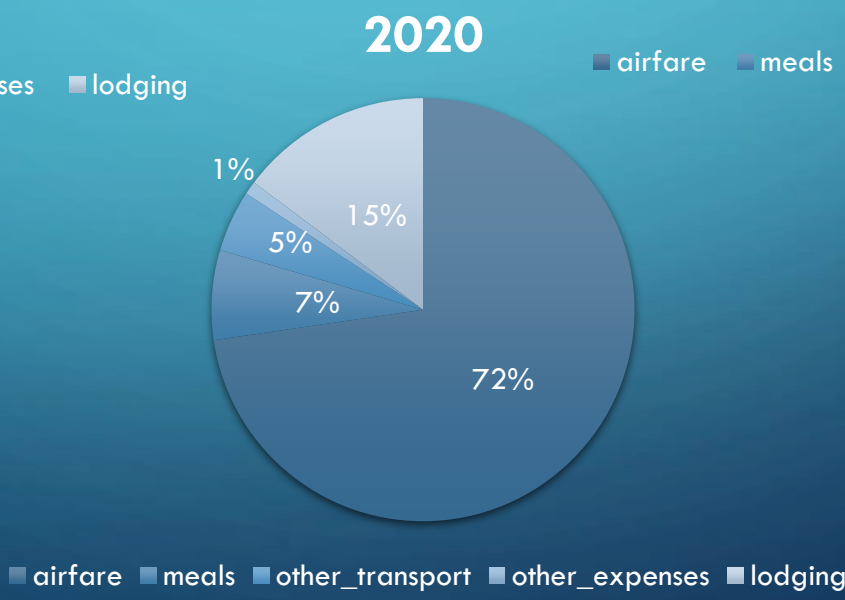
## 2018




## 2019




## 2020

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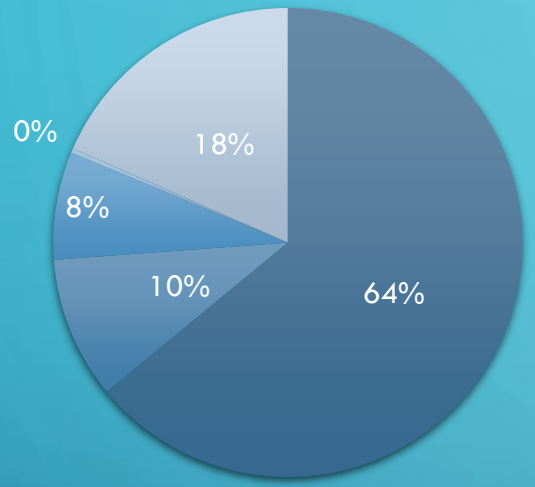
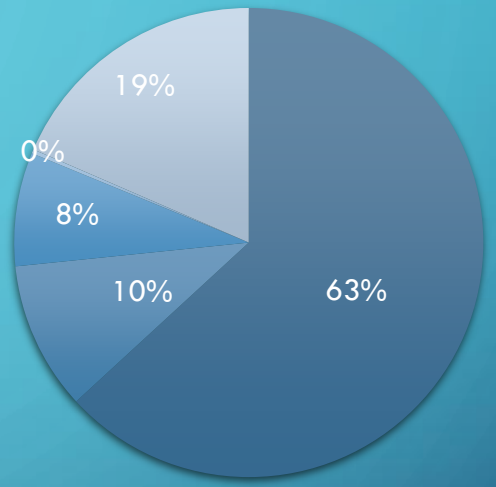
# QUESTION 1: WHICH FACTIONS OF THE GOVERNMENT SPENT THE MOST?
## #3 – INNOVATION, SCIENCE AND ECONOMIC DEVELOPMENT

**2018**

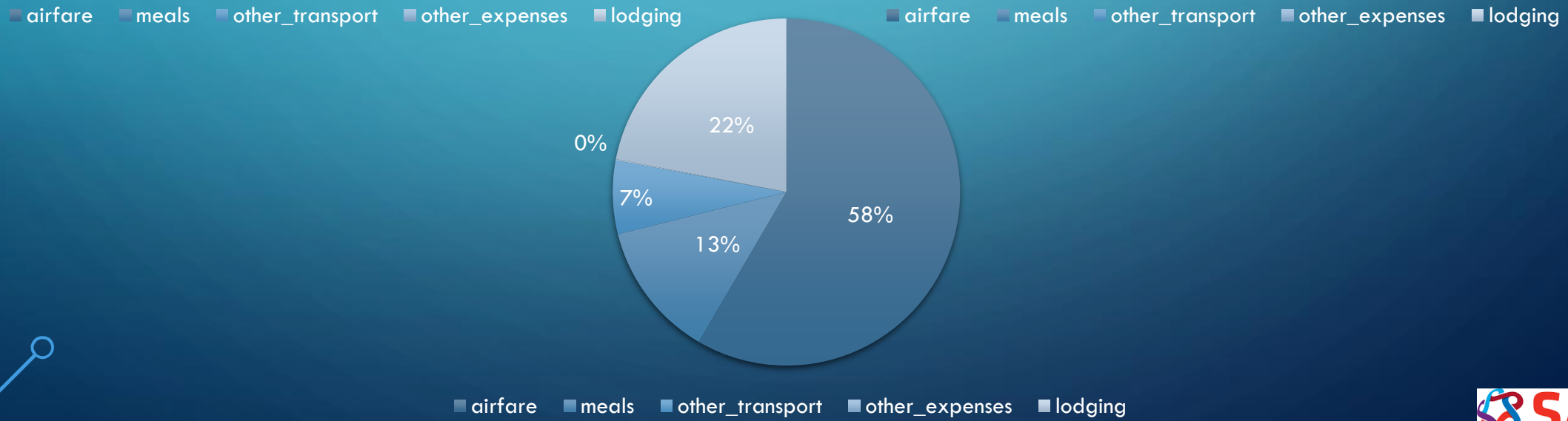



**2019**




**2020**

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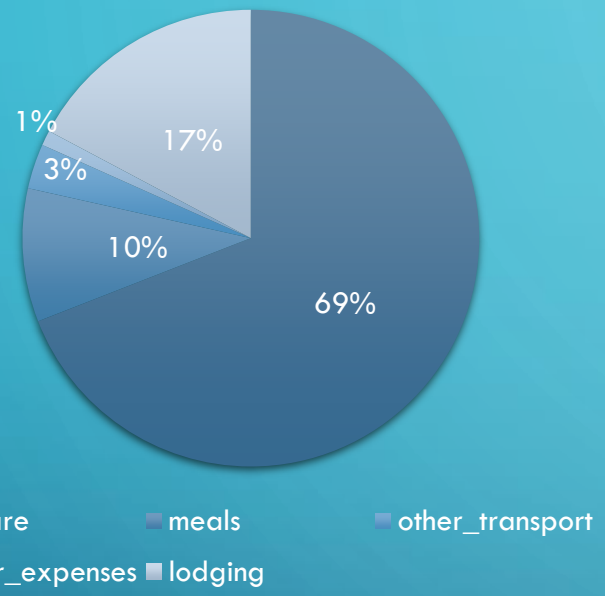
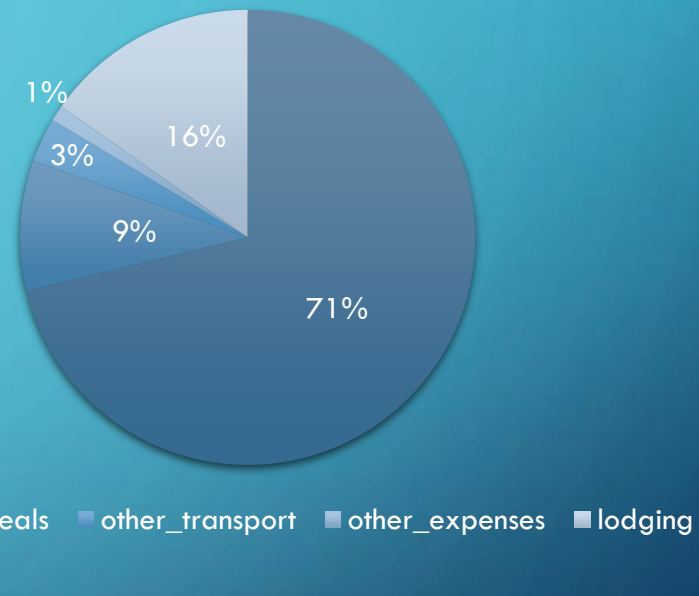
# QUESTION 2: WHERE ARE THE MAJORITY OF TRAVEL EXPENSES GOING?

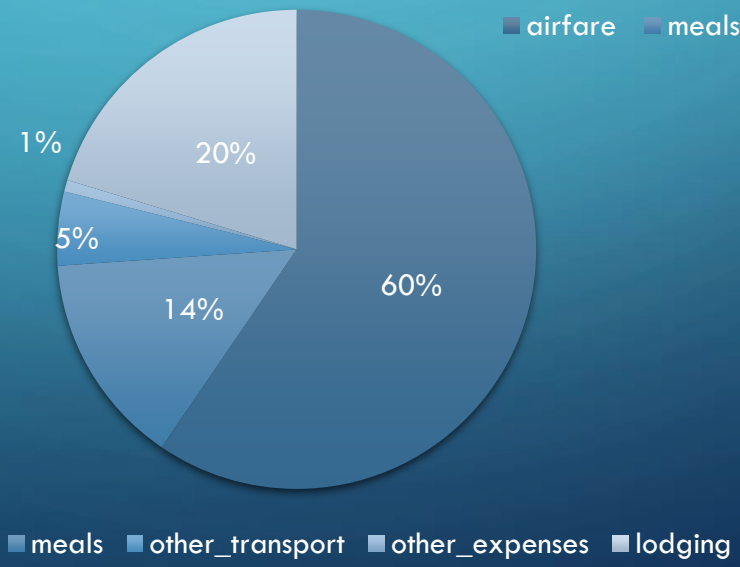
## 2018




## 2019




## 2020

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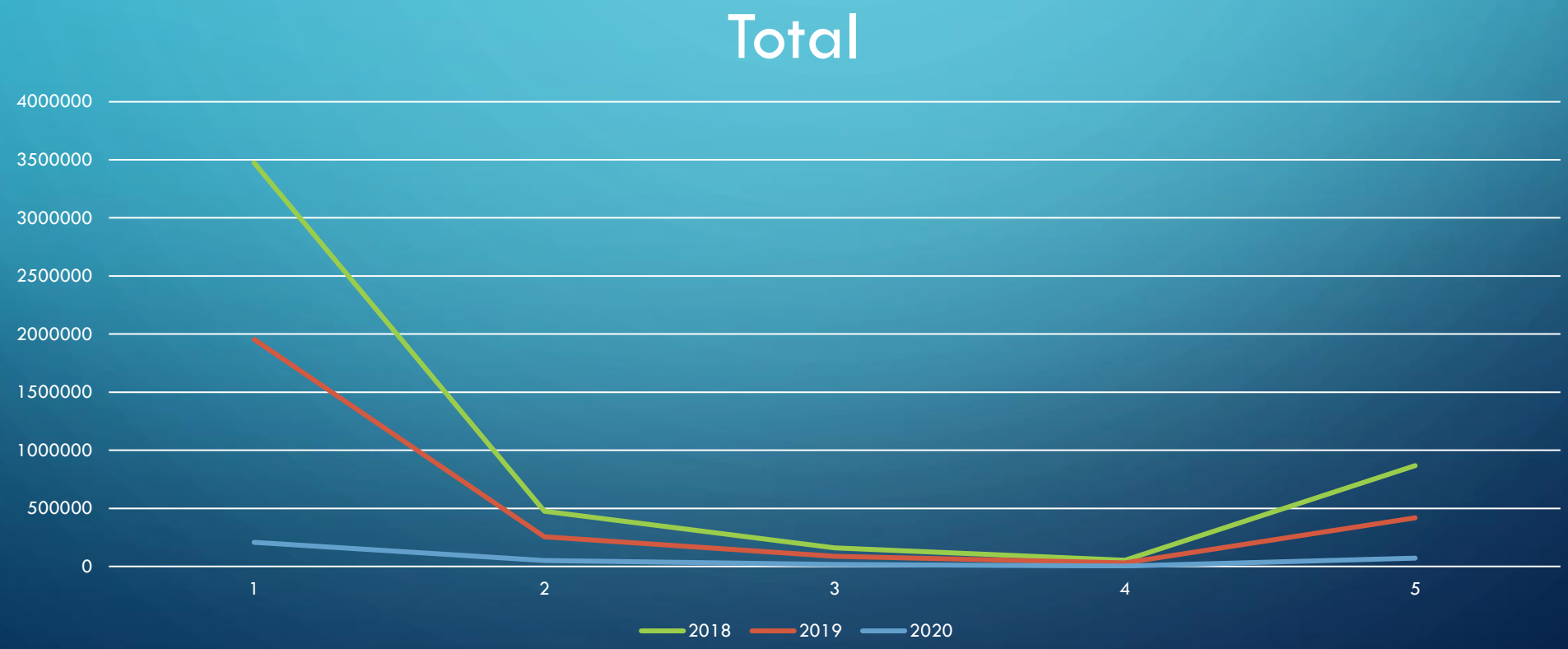
# QUESTION 3: WHAT EFFECT DID COVID-19 HAVE ON EXPENSES?

| Year | airfare | meals | other_transport | other_expenses | lodging |
|---|---|---|---|---|---|
| 2018 | 3473708.82 | 474849.35 | 159920.89 | 53843.96 | 866956.87 |
| 2019 | 1954364.1 | 254313.98 | 86756.76 | 30620.59 | 419079.41 |
| 2020 | 206994.52 | 50035.43 | 17329.68 | 2716.51 | 70710.1 |
| 2019 % of 2018 | 56% | 54% | 54% | 57% | 48% |
| 2020 % of 2019 | 11% | 20% | 20% | 9% | 17% |

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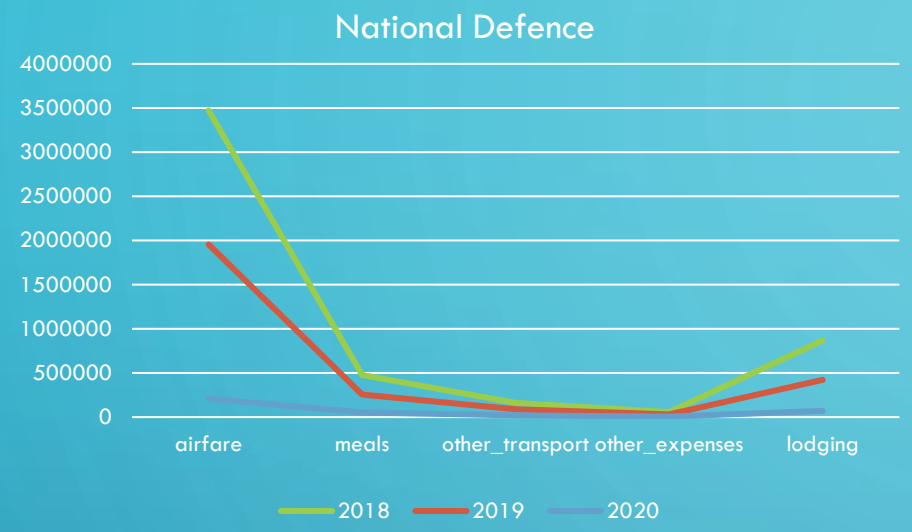
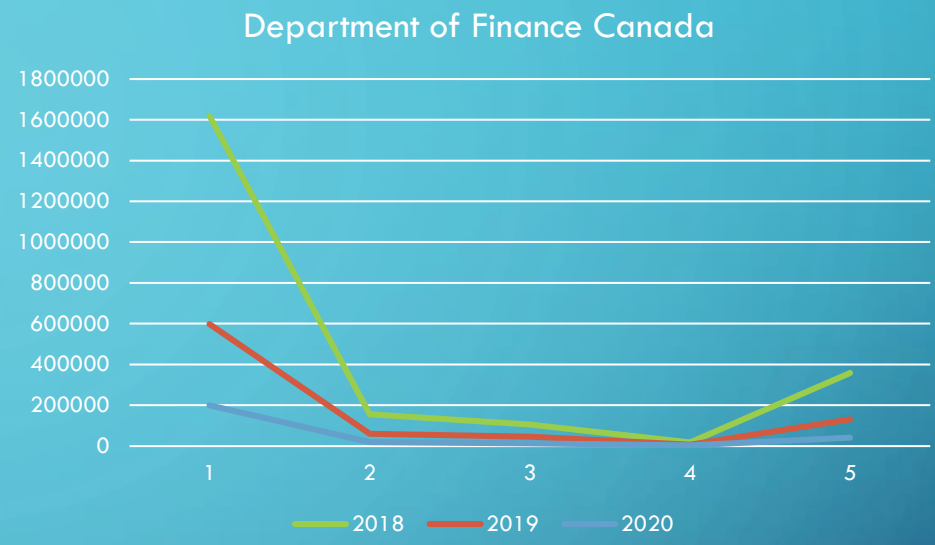

National Defence
4000000
3500000
3000000
2500000
2000000
1500000
1000000
500000
0
airfare
meals
other_transport
other_expenses
lodging
2018
2019
2020


Department of Finance Canada
1800000
1600000
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1200000
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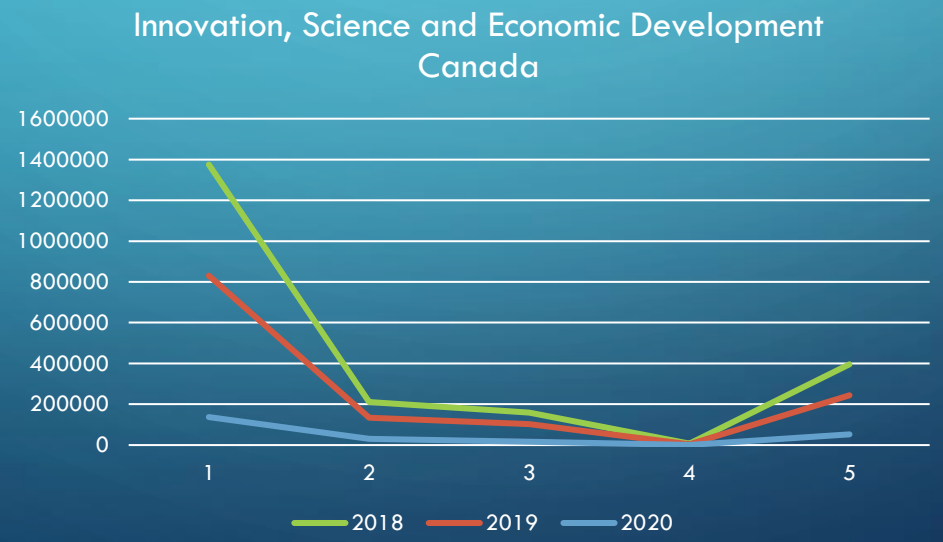
2018
2019
2020


Innovation, Science and Economic Development Canada
1600000
1400000
1200000
1000000
800000
600000
400000
200000
0
1
2
3
4
5
2018
2019
2020

# FINAL THOUGHTS

- Top three spenders with totals:
    1. National Defence - $4 898 761.56
    2. Department of Finance - $2 250 185.86
    3. Innovation, Science and Economic Development - $2 148 289.17
- Airfare was the main expense for all of the top three companies.
    - The average percentage spent on airfare was between 60 – 70% of total travel expenses.
- COVID-19 had a huge impact on government spending relating to travel.
    - In 2019, just under $2 000 000 was spent on travel;
    - In 2020, not even $150 000 was spent on travel.
- Even without the effects of COVID-19, the graph shows a decrease in travel expenses from 2018 to 2019 of significant value.
    - 2018: Approximately $3 500 000;
    - 2019: Approximately $2 000 000.