



Department of Highways and Public Works
May 4, 2023

Applicant c/o
Access and Privacy Officer
Corporate Information Management, ATIPP Office

Final Response ATIPP Access Request 23-028

Decision

The Department of Highways and Public Works has searched the Corporate Services Branch and has identified records responsive to Access Request 23-028. The final response on the information is as follows:

Access Granted in Full

The Department of Highways and Public Works has granted access in full to information relating to the request noted below:

Please prepare and provide the requested 5 years of YG travel costs specific to those managed by the Travel Desk Team, for all requests entered in the Apollo software/system. Specifically, I am looking for the monthly dollar amounts in each fiscal year, the cumulative fiscal year spend, the number of total requests/instances in the fiscal year, the number of requests/instances broken down by month in the fiscal year, the number of requests/instances that are for YG personnel in a fiscal year and monthly basis, and the number of requests/instances that are for medical travel in a fiscal year and monthly basis. Please also provide how many service providers (agency/booking agent) fulfill the travel requests on a regular ongoing basis. Example: "Fiscal 2018 total \$2,000,000, Total Annual Bookings 3000, 1500 Medical, 1500 YG, Monthly Breakdown: April \$40,000 20 Medical, 10 YG, May \$20,000, 10 Medical, 10 YG..." Thank you. Timeframe: April 1, 2018 - March 31, 2023

ADDITIONAL INFORMATION:

Question: 1. The HPW system can provide the totals of medical, and personnel travellers broken down by the number of travellers rather than the number of requests or travel instances. Will this suffice for the applicant?

Response: Yes, the number of travelers broken down annually and monthly would be ok in addition to the annual and monthly amounts spent on travel.

Question: 2. Does the applicant want only the requests entered into the Apollo system by the Travel desk directly or the total number of requests entered into Apollo (some bookings can be done online and then picked up by the system)

Response: All entries into YG's Apollo System are preferred.

Question: 3. The branch has also requested clarification regarding what information is being requested from the highlighted part of the request, below

"Please also provide how many service providers (agency/booking agent) fulfill the travel requests on a regular ongoing basis"

Response: Participants in Yukon's Tourism industry have identified that the travel desk sends requests through Apollo, and that local travel agencies complete the booking for the travel desk. I would like to know how many local organizations/businesses/travel agencies are completing the Apollo booking requests from YG.

Final Costs

There is no charge to the applicant.

Right to Complain

Pursuant to section 66 of the *Access to Information and Protection of Privacy Act* you may contact Yukon's Information and Privacy Commissioner with a complaint in respect to this response. Section 66 states:

An applicant may, in respect of the head of a responsive public body's response to their access request under section 64, make a complaint to the commissioner by filing the complaint in accordance with section 90.

Should you wish to do so, please refer your written complaint within 30 business days to the Information and Privacy Commissioner at:

Yukon Information and Privacy Commissioner
3162 Third Avenue, Main Floor, Whitehorse, Yukon Y1A 1G3
E-mail: intake@yukonombudsman.ca
Phone: (867) 667-8468; (toll free: 1-800-661-0408 ext. 8468)

Contact Person in Department

If the applicant has any questions, please contact Melissa Wood Designated Access Officer for Department of Highways and Public Works at 867-667-9405 or melissa.wood@yukon.ca.



Deputy Minister – Catherine Harwood

Enclosure (*)