



SENATORS' TRAVEL POLICY

This Policy was initially approved by the Standing Committee on Internal Economy, Budgets and Administration of the Senate of Canada on May 10, 2012 with effective date of June 5, 2012.

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TABLE OF CONTENTS

1.0 INTRODUCTION.....	3
1.1 Name	3
1.2 Purpose	3
1.3 Authority.....	3
1.4 Effective Date.....	3
1.5 Definitions.....	3
1.6 Enquiries.....	5
2.0 POLICY.....	6
2.1 Context	6
2.2 Principles.....	6
2.3 Objectives.....	6
2.4 Purpose of Travel.....	6
2.5 64-Point Travel System.....	7
2.6 Eligible Travellers	8
2.7 Travel Status.....	11
2.8 Travel Expense Reimbursement Rates	11
2.9 Transportation Expenses.....	11
2.9.1 Air Travel.....	12
2.9.2 VIA Rail	13
2.9.3 Rental Vehicles	14
2.9.4 Privately Owned Vehicles.....	14
2.9.5 Taxis and Car Services	14
2.9.6 Public Transportation.....	15
2.9.7 Charters	15
2.10 Living Expenses Outside of the NCR	15
2.11 Living Expenses in the NCR.....	16
2.12 Other Travel Expenses	19

2.13	Travel to New York City (UN Matters) and Washington, D.C.....	20
2.14	Committee Travel	20
2.15	Parliamentary Association Travel	20
2.16	Other Government Travel.....	21
2.17	DOCUMENTATION AND PAYMENT METHOD REQUIREMENTS	21
2.17.1	Corporate Travel Card	21
2.17.2	Travel Expense Claims.....	21
2.17.3	Supporting Documentation.....	22
2.17.4	Retention of Confidential Documentation in Senators’ Offices	23
2.17.5	Lost, Destroyed, or Unobtainable Receipts	23
2.17.6	Late Travel Claims	23
2.18	Monitoring and Reporting	24
2.19	Non-Compliance.....	24
3.0	ROLES AND RESPONSIBILITIES	25
3.1	The Standing Committee on Internal Economy, Budgets and Administration	25
3.2	Senators	25
3.3	Clerk of the Senate.....	25
3.4	Finance and Procurement Directorate.....	25
4.0	REFERENCES	26
5.0	APPENDICES.....	26
	<i>APPENDIX A – EXAMPLES OF TRAVEL PURPOSES</i>	<i>27</i>
	<i>APPENDIX B – TRAVEL ALLOWANCES RATES.....</i>	<i>30</i>
	<i>APPENDIX C – DECLARATION OF PROVINCIAL/TERRITORIAL RESIDENCE AND NATIONAL CAPITAL ACCOMMODATION</i>	<i>31</i>
	<i>APPENDIX D – DESIGNATED TRAVELLER AND DEPENDANTS ANNUAL DECLARATION.....</i>	<i>32</i>
	<i>APPENDIX E – ROAD TRAVEL LOG FOR PERSONAL VEHICLES</i>	<i>33</i>

1.0 INTRODUCTION

1.1 Name

This document is called the “*Senators’ Travel Policy*.”

1.2 Purpose

This policy establishes the principles, rules, practices, roles and responsibilities governing the use of Senate resources for travel purposes under the 64-point travel system and for living expenses in the National Capital Region (NCR).

1.3 Authority

1.3.1 This policy was adopted by the Standing Committee on Internal Economy, Budgets and Administration of the Senate of Canada on May 10, 2012 and became effective on June 5, 2012.

1.3.2 This policy includes changes recommended in the Nineteenth and Twenty-Fifth Reports of the Standing Committee on Internal Economy, Budgets and Administration which were adopted by the Senate in 2013. Amendments to this policy were adopted on June 18, 2014 by the Standing Committee on Internal Economy, Budgets and Administration.

1.3.3 This policy applies to all senators and alternate travellers.

1.4 Effective Date

The amendments became effective on June 18, 2014 except where a different effective date is noted in parentheses.

1.5 Definitions

The following definitions apply to this policy. Definitions provided in the *Senate Administrative Rules* take precedence where there are differences.

“**Alternate**” (*Substitut*) means a person, other than a senator, who is authorized to travel under the senator’s 64-point travel system. It includes the senator’s designated traveller, a dependant, senators’ staff, or a person accompanying the senator as a travel assistant for medical reasons.

“**Committee**” (*Comité*) means the Standing Committee on Internal Economy, Budgets and Administration established by the Senate under its rules.

“**Dependant**” (*Personne à charge*) means a person who is a member of a senator’s family or household, who is financially dependent on the senator for the necessities of life or education, and who:

- a) is under the age of 21;
- b) is under the age of 25 and is a full-time student at a recognized educational institution; or

c) is dependent, by reason of a physical or mental disability.

“Designated traveller” (*Voyageur désigné*) means a senator’s spouse or partner who is identified by the senator as being authorized to travel under the 64-point travel system for a 12-month period. For administrative purposes, the 12-month period is the fiscal year. The Leader of the Government and Leader of the Opposition may appoint any one individual as their designated traveller.
[2013-07-01]

“Fiscal year” (*Année financière*) means the period from April 1st to March 31st.

“National Capital accommodation” (*Logement dans la capitale nationale*) means accommodation within 100 kilometres of Parliament Hill that is not a senator’s provincial/territorial residence and that the senator occupies in order to attend to his or her parliamentary functions in Ottawa. [2013-05-28]

“National Capital Region (NCR)” (*Région de la capitale nationale – RCN*) means the area within 100 kilometres of Parliament Hill.

“National trip” (*Voyage au pays*) means a trip within Canada where the departure and/or destination point is outside of the senator’s province/territory and excluding Regular Senate Business Travel.

“Other Travel” (*Autre déplacement*) means all travel undertaken under the 64-point travel system excluding Regular Senate Business travel. This category is used for the public reporting of senators’ expenses. [2014-03-01]

“Parliamentary functions” (*Fonctions parlementaires*) has the same meaning as “parliamentary functions” in the *Senate Administrative Rules*.

“Per diem” (*indemnités quotidiennes*) means an allowance for meals and incidentals in accordance with the rates specified in Appendix B of this policy.

“Provincial/territorial residence” (*Résidence provinciale/territoriale*) means the home of a senator that the senator has identified to the Senate for administrative purposes as his or her principal home within the province or territory for which he or she is appointed. [2013-05-28]

“Provincial travel” (*Voyage provincial*) means a one-way or round trip in which all departure and destination points are within the senator’s province/territory.

“Receipt” (*Reçu*) means an original or official document from a supplier, or a certified copy of the document, showing the date and amount of the expenditure paid by the traveller. A debit or credit card slip may not be considered a sufficient proof of payment.

“Region” (*Région*) means (i) the Atlantic Region, composed of the provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island; (ii) the Central Region, composed of the provinces of Ontario and Quebec, including the NCR; or (iii) the North-Western Region,

composed of the provinces of Alberta, British Columbia, Manitoba, Saskatchewan, and the Nunavut, Yukon, and Northwest Territories.

“Regional travel” (*Voyage régional*) means a one-way or round trip, in which all departure and destination points are within the Region in which a senators’ province/territory is located.

“Regular Senate Business Travel” (*Voyage régulier lié aux fonctions parlementaires*) means all trips between a senator’s province/territory and the NCR. [2014-03-01]

“Senate-related business” (*Travaux liés au Sénat*) has the same meaning as “parliamentary functions” in this policy.

“Senator’s province/territory” (*Province ou territoire du sénateur*) means a senator’s province or territory of appointment.

“Senators’ staff” (*Personnel des sénateurs*) means employees and contractors engaged by the Senate to serve one or more senators in carrying out their parliamentary functions and whose remuneration is paid from a senator’s office budget.

“Steering Committee” (*Comité directeur*) means the Subcommittee on Agenda and Procedure of the Standing Committee on Internal Economy, Budgets and Administration.

1.6 Enquiries

Questions regarding this policy should be directed to the Finance division of the Finance and Procurement Directorate.

2.0 POLICY

2.1 Context

This policy recognizes that travel is a necessary component of senators' parliamentary functions. Parliamentary functions are regularly carried out in Ottawa and senators must travel between their provincial/territorial residence and the NCR to attend Senate sittings, committee meetings, caucus meetings and to perform other parliamentary and office duties. From time to time, senators may also be required to travel to other locations in order to fulfill their parliamentary functions. Decisions to incur travel expenditures will be made with due regard to the need, frequency, cost and purpose as they relate to a senator's parliamentary functions.

2.2 Principles

2.2.1 The following principles are the cornerstone for the management of travel expenditures and shall serve as a guide to travellers and the Senate Administration for achieving fair, reasonable, and modern travel practices:

2.2.2 Trust and flexibility: travellers should have sufficient discretion and latitude to act in a fair and reasonable manner in determining travel arrangements that best respond to the requirements of senators' parliamentary functions.

2.2.3 Transparency and accountability: the consistent, fair, and equitable application of this policy and its practices is best achieved when an appropriate travel accountability framework and structure is in place.

2.2.4 Valuing people: travel policies are fair when they support the health, safety, and well-being, in a travel context, of travellers and their families.

2.2.5 Modern travel practices: travel policies are most effective when they are in keeping with modern management practices and travel industry trends and realities.

2.3 Objectives

2.3.1 The primary aim of this policy is to ensure the fair treatment of persons required to travel for parliamentary functions.

2.3.2 The provisions of this policy ensure that travellers are reimbursed for their costs while at the same time ensuring that travel expenditures are justifiable, appropriate, reasonable, and well managed.

2.4 Purpose of Travel

2.4.1 The Senate reimburses travel expenses that are incurred in the carrying out of senators' parliamentary functions or that are otherwise incurred in the service of the Senate. In all situations, the onus is upon senators to claim only for travel where the purpose is related to parliamentary functions.

- 2.4.2 In addition to their work in the Senate chamber and in committees, senators typically undertake a wide range of activities. While many of these activities can be considered as “public business” for the purposes of the *Senators’ Attendance Policy*, it should be noted that if they are not related to the senator’s parliamentary functions, the travel expenses for such activities shall not be reimbursed.
- 2.4.3 Senators are ultimately responsible and accountable for their use of Senate resources. Prior to submitting a travel expense claim, they are expected to carefully consider the purpose of the trip that was taken and ensure that it meets the intent of this policy. Appendix A of this policy lists several examples of travel purposes that are typically carried out by senators and their alternates and can be used to assist senators in determining the eligibility of a trip for reimbursement from public funds.
- 2.4.4 Senate resources shall not be used to fund travel that is incurred to pursue the private business or personal interests of a senator or alternate.
- 2.4.5 When Senate-related travel is combined with private business or personal travel, any additional expenses incurred as a result of the private business or personal travel must not be claimed (e.g. meal per diems on personal days, taxis, incremental costs of flights and additional nights of accommodation). At all times, the main purpose of travel must be related to senators’ parliamentary functions.
- 2.4.6 Travellers are required to provide a specific purpose for travel on the *Travel Expense Claim*. A specific purpose is required for each day of travel with appropriate supporting documentation where required. Expense claims with missing or vague purposes will not be reimbursed. [2013-07-01]
- 2.4.7 Senators are not required to disclose the names of participants at meetings or events on expense claim forms. However, senators must keep records of such information as it could be requested in confidence at any time for audit purposes. [2013-07-01]

2.5 64-Point Travel System

- 2.5.1 The travel point system is in place to ensure that all senators have access to the same travel resources regardless of where they live. Each senator is allowed 64 travel points per fiscal year. Points are allocated at the beginning of each fiscal year. For each travel expense claim processed, the appropriate number of points is deducted from a senator’s remaining points balance. Any unused points cannot be carried forward to a future year.
- 2.5.2 Travel points can be used by senators or by alternates (see section 2.6 below). When two or more individuals travel together (e.g. a senator and a designated traveller) points shall be deducted for each traveller for whom expenses are claimed.
- 2.5.3 The calculation of travel point deductions is provided in section 2.6.9 of this policy.

2.6 Eligible Travellers

2.6.1 Persons eligible to travel using a senator's 64-points include all senators and the following alternate travellers:

- a senator's designated traveller;
- a senator's dependant(s);
- senators' staff;
- a person accompanying the senator as a travel assistant for medical reasons.

2.6.2 The selection of a senator's designated traveller shall be restricted to the senator's spouse or partner. However, the Leader of the Government and Leader of the Opposition may appoint any one individual as their designated traveller.
[2013-07-01]

2.6.3 For designated travellers and dependants to remain eligible to travel under the 64-point travel system, the senator shall submit to the Finance division a *Designated Traveller and Dependants Annual Declaration* form at the beginning of each fiscal year and as required during the fiscal year if there is a change in a dependant's status. A sample copy of the form is provided as Appendix D to this policy.

2.6.4 The designated traveller status remains in force until the end of the fiscal year or until the senator submits a request to change the designated traveller. Senators are only permitted to change their designated traveller once per fiscal year.

2.6.5 Travel by alternates shall be subject to the following limitations:

a) **Designated travellers:** travel must be to accompany the senator, to join the senator or to return to the senator's province/territory after joining the senator where the senator was conducting Senate business. [2013-07-01]

Travel shall also be limited to:

- travel between the senator's province/territory and the NCR
- travel within the senator's province/territory;
- travel elsewhere in Canada up to a maximum of six (6) travel points per fiscal year.

b) **Dependants:** travel shall be limited to:

- travel between the senator's province/territory and the NCR to either accompany the senator during travel, to join the senator at the destination, or to return to the senators' province/territory after joining the senator in the NCR.

c) **Senators' staff:** travel must be for the purpose of supporting a senator's parliamentary functions and shall be limited to:

- travel between the senator's province/territory and the NCR and/or within the senator's province/territory up to a maximum of eight (8) points per fiscal year, per senator;
- other travel with the senator up to a maximum of two (2) points per

fiscal year, per senator. Points shall not be used for travel related to Committees, other than to provide support to the Chair or Deputy Chair of a travelling Committee.

- d) **Staff working in the offices of the Speaker, the Leader of the Government or the Leader of the Opposition** are authorized to travel within Canada to assist those officials in their additional role. All travel must be related to parliamentary functions.
- e) **Travel assistant for medical reasons:** Senators requiring a travel assistant for medical reasons must seek pre-approval from the Steering Committee. Travel shall be limited to the restrictions set by the Steering Committee on a case by case basis in order to best reflect specific medical requirements.

2.6.6 If there is a travel requirement for alternates beyond the above limitations, the senator shall obtain pre-approval from the Steering Committee.

2.6.7 Travel by alternates shall be limited to within Canada.

2.6.8 Travel provisions for alternates are similar, but not always identical, to those for senators. Wherever differences do occur, they are explained in the relevant section of this policy.

2.6.9 The calculation of travel point deductions for senators and alternates is provided in the following chart [2014-04-01]:

64-POINT TRAVEL SYSTEM DEDUCTIONS

All point deductions shown below are for round trips. Point deductions for one-way trips are halved.

ALLOTMENT A

Maximum 52 points per fiscal year

1. REGULAR SENATE BUSINESS TRAVEL (Travel between a senator's province/territory and NCR as defined in section 1.5)		} Senators' staff are restricted to max. 8 points per fiscal year per senator (Excludes category d) of section 2.6.5)
Round trip (any duration)	1 point	
2. PROVINCIAL TRAVEL (Travel within a senator's province/territory as defined in section 1.5)		} Only senators may travel to New York City or Washington, D.C.
Round trip (max. duration of 4 days, 3 nights)	0.5 point	
Each 4-day period of a roundtrip after the first 4 days	0.5 point (ex. 7 day trip = 1 pt)	
Trip taken by car with no airfare or accommodation	0.25 point per day	
3. U.S. TRAVEL (Travel to New York City for UN-related matters or to Washington D.C. as per section 2.13)		
Round trip (max. duration of 4 days, 3 nights)	1 point (Max 4 pts /fiscal yr)	

ALLOTMENT B

Maximum 12 points per fiscal year

4. REGIONAL TRAVEL (Travel within a senator's region as defined in section 1.5)		} Designated travellers are restricted to a max. 6 points per fiscal year
Round trip (max. duration of 4 days, 3 nights)	1 point	
Each 4-day period of a round trip after the first 4 days	1 point (ex. 7 day trip = 2 pts)	
Trip taken by car with no airfare or accommodation	0.25 points per day	} Senators' staff are restricted to max. 2 points per fiscal year per senator. (Excludes part d) of section 2.6.5)
5. NATIONAL TRAVEL (Travel within Canada as defined in section 1.5)		
Round trip (max. duration of 4 days, 3 nights)	1 point	
Each 4-day period of a round trip after the first 4 days	1 point (ex. 7 day trip = 2 pts)	

OTHERS

6. VIA RAIL TRAVEL (Travel using the VIA Rail services as per section 2.9.2)		} For these categories, points will be deducted from Allotment A or B as appropriate
Trip with no expenses OR trip with only transportation expenses between rail terminals OR Regular Senate Business Travel	0 point	
Trip with living expenses	Trip points are reduced by 1/2	
7. FARE CLASS UPGRADES (For VIA Rail travel as per section 2.9.2 or Parliamentary Association travel as per section 2.15)		
Upgrade for spouses/dependants using VIA Rail pass on a round trip	0.5 point per upgrade	
Airfare upgrade for senators travelling with parliamentary associations on a round trip	0.5 point per upgrade	

2.7 Travel Status

- 2.7.1 Travellers shall be considered to be on travel status when they are undertaking Senate-related travel that takes them at least 100 km away from their provincial/territorial residence. In such cases, travel expenses are charged to the 64-point travel system.
- 2.7.2 Senators who attend parliamentary functions within 100 km (one way) from their provincial/territorial residence may claim reimbursement of related transportation expenses. In such case, expenses are charged to the senator's office budget. Living expenses (per diems and accommodations) are not eligible for reimbursement.
- 2.7.3 Generally, the departure location for all travel shall be the senator's province/territory, the NCR, or a location where the senator was conducting parliamentary functions. Exceptions will be assessed where the cost is equivalent or less. This provision does not apply in cases where senators are recalled to the NCR for unscheduled, emergency Senate sittings.
- 2.7.4 Travel status does not apply to commuting between a senator's National Capital accommodation and NCR office. The responsibility to arrange transportation to one's place of work in the NCR applies to all persons in the Senate workplace, including senators and their staff. Consequently, there is no provision for reimbursement of such expenses.

2.8 Travel Expense Reimbursement Rates

The Committee shall establish, and periodically revise, the following reimbursement rates:

- Maximum annual reimbursement amount for living expenses in the NCR
- Maximum that can be reimbursed for commercial accommodation
- Allowance for private accommodation outside the NCR
- Allowance for private accommodation in the NCR
- Kilometric rate for the use of privately owned vehicles
- Per diem allowance for meals and incidentals

A summary of all rates is provided as Appendix B to this policy.

2.9 Transportation Expenses

The mode of transportation shall be selected on the basis of cost, convenience, safety and practicality. However, when travelling long distances using a mode other than air travel, reimbursement for transportation costs shall not exceed the estimated cost of travelling by air in situations where air travel was readily available.

2.9.1 Air Travel

2.9.1.1 Class of Travel

Senators, designated travellers, dependants and medical assistants may travel business class.

The standard for air travel undertaken by all other travellers shall be economy class. The cheapest available economy class fare appropriate to the itinerary shall be sought and bookings shall be made as far in advance as feasible.

2.9.1.2 Flight Passes

2.9.1.2.1 A flight pass is a prepaid package of flight credits offered by an airline. Flight passes may be purchased under the following conditions:

- the pass will only be used for travel related to parliamentary functions;
- the purchase will result in cost savings to the Senate;
- prior to selecting a flight pass, senators review the terms and conditions for the various flight pass options and obtain advice on the purchase from the Finance division;
- senators accept the responsibility to keep track of the status of flight passes (i.e. used/unused portion of the flight pass) and provide a summary report of flight pass usage to the Finance division when submitting a claim;
- senators receive pre-approval from the Steering Committee before purchasing a flight pass for a member of their staff;
- senators accept that, in cases where flight passes are purchased with personal funds instead of the corporate credit card, they will only be reimbursed for the dollar equivalent of each portion of the pass as it is used and claimed; and
- senators accept that they will be personally liable for the costs of any unused flight pass or unused flight pass segments.

2.9.1.2.2 Reimbursement of any fees charged by airlines to extend the expiry date of a flight pass will be assessed on a case by case basis based on reasonableness. Reimbursement may be requested by submitting a written justification with the expense claim.

2.9.1.3 Additional Baggage Fees

Additional baggage fees shall be reimbursed. Travellers should make every effort to minimize additional baggage fees. An explanation of the need for additional baggage fees may be required.

2.9.1.4 Advance Seat Selection Fees

Advance seat selection fees shall be reimbursed.

2.9.1.5 **Airport Parking**

Airport parking shall be reimbursed when the use of a personal vehicle is the most economical or practical manner of getting to and from the airport.

2.9.2 **VIA Rail**

2.9.2.1 **Senators, senators' spouses and dependants**

Rail transportation services are granted by VIA Rail to senators, their spouses and dependants without any cost to Senate budgets. These services are valid for the duration of a senator's appointment and are as outlined below.

Services for senators:

- advance reservations;
- transportation throughout VIA Rail's network;
- upgrade to Business class; and
- upgrade to sleeping car accommodation, up to a single bedroom.

Services for senators' spouses and dependants:

- advance reservations;
- transportation in economy class throughout VIA Rail's network; and
- the pass holder may purchase upgrades and have the cost reimbursed under the 64-point travel system. One half (0.5) point is charged for each upgrade for a round trip.

For the purposes of VIA Rail services, it is important to note the distinction between spouses and designated travellers. Under VIA Rail policy, passes are provided to senators' spouses rather than to designated travellers. A senator's spouse is entitled to receive a VIA Rail pass whether or not he or she is named as the designated traveller.

Travellers may obtain their VIA Rail pass by inquiring with the Finance division.

All pass-holders are subject to VIA Rail policies and conditions, including the requirement for travellers to carry their pass during travel.

Failure to carry a pass during travel will result in travellers being charged full ticket fees by VIA Rail. Such fees may be claimed for reimbursement under the 64-point travel system, however full travel points will be deducted.

2.9.2.2 **Rail Travel for Other Travellers**

The standard for rail travel for all other travellers shall be economy class. However, on a case by case basis, a senator may authorize a higher class when deemed appropriate given the length of the trip or segment and the travel itinerary.

2.9.3 Rental Vehicles

- 2.9.3.1 The standard for rental vehicles shall be an intermediate size car. Travellers who select rental vehicles in a higher category shall only be reimbursed for the cost of an intermediate size car using the government rate. As such, travellers shall submit a cost comparison with supporting documentation in order to demonstrate what the cost of an intermediate size vehicle would have been under identical circumstances.
- 2.9.3.2 The cost of fuel and other vehicle-related expenses such as tolls, ferries, and parking shall be reimbursed upon submission of original receipts.
- 2.9.3.3 Travellers using rental cars shall carry Collision Damage Waiver (CDW) coverage for the entire period that the vehicle is rented. The corporate credit card is the preferred method of payment for rental cars as use of the card provides senators with CDW insurance. As such, any additional CDW insurance purchased from the supplier will not be reimbursed except in the case of travellers who do not have a corporate credit card.

2.9.4 Privately Owned Vehicles

- 2.9.4.1 When the selected mode of transportation is a motor vehicle, a traveller may use a privately owned vehicle if it is more practical or economical than a rental vehicle and expenses shall be reimbursed on the basis of a kilometric rate established by the Committee. The Senate assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate, tolls, ferries, and parking.
- 2.9.4.2 Travellers are required to maintain a detailed road travel log book of all travel for which mileage expenses are claimed. Expense claims and the supporting road travel logs are subject to regular audits. A sample road travel log template is provided in this policy as Appendix E and a glove-compartment size log is available from the Finance division. [2013-07-01]
- 2.9.4.3 Travellers are expected to use the most direct, safe and practical route and shall only claim for distances driven for parliamentary functions.
- 2.9.4.4 Travellers who opt to use their own vehicle must carry appropriate and adequate motor vehicle insurance.
- 2.9.4.5 When two or more persons travel together in a privately owned vehicle, only the owner of the vehicle shall request reimbursement for the kilometres driven.

2.9.5 Taxis and Car Services

- 2.9.5.1 Taxi services shall be reimbursed. Receipts are required for all taxi fares. [2013-07-01]
- 2.9.5.2 When a car service is used in lieu of a taxi, the reimbursement shall not exceed the cost of a taxi.

2.9.5.3 When a taxi or car service is used for long distance travel in lieu of air travel, the reimbursement shall not exceed the cost of travelling by air in situations where air travel was readily available.

2.9.5.4 When a taxi or car service driver is asked to wait while a traveller attends to business, the cost for wait time shall not be reimbursed.

2.9.6 Public Transportation

Travellers shall be reimbursed the actual cost of bus and subway fares. When receipts in support of fares are not available, the traveller's declaration on the travel expense claim form shall be accepted as justification for the reimbursement.

2.9.7 Charters

2.9.7.1 The cost of chartering a bus, boat or aircraft shall be reimbursed when this is the most economical method of transportation or when it is the only practical way to reach a destination.

2.9.7.2 When charters are being shared by several travellers, the total cost shall be divided by the total number of passengers and each one assigned a share of the cost. The Senate shall only reimburse the cost for those travellers eligible to travel under this policy. Travel claims for charters must be supported by a detailed passenger manifest.

2.10 Living Expenses Outside of the NCR (Reimbursed from the 64-Point Travel System)

2.10.1 Accommodation Outside of the NCR

a) Commercial Accommodation Outside of the NCR

Commercial accommodation shall be a standard room in a safe environment, conveniently located, and comfortably equipped. When the senator is accompanied by his or her spouse, the standard shall be a double room.

The cost of commercial accommodation shall be reimbursed to the maximum set out by the Committee plus applicable taxes. Commercial accommodation costs in excess of the maximum shall be reimbursed only when supported by adequate written justification.

b) Private Accommodation Outside of the NCR

Private accommodation shall be reimbursed, without receipt, at the rate established by the Committee.

2.10.2 Per Diems (Meals and Incidentals) Outside of the NCR

- 2.10.2.1 Meal and incidental expenses shall be reimbursed on the basis of allowance rates established by the Committee.
- 2.10.2.2 Meal and incidental expenses incurred while on travel status outside the NCR are charged to the 64-point travel system. This includes expenses incurred on the days of travel to and from the NCR.
- 2.10.2.3 Travellers shall only claim for meals for which there was no provision made from Senate funds (for example, a Senate committee working meal). However, in situations where a traveller is unable to accept a Senate-funded meal for health or religious reasons, and is required to purchase their own meal, the traveller may claim expenses for that meal. Written justification may be requested.
- 2.10.2.4 The incidental expense allowance covers a wide variety of miscellaneous and/or optional travel expenses that are not otherwise provided for elsewhere in this policy such as gratuities, dry cleaning and laundry, bottled water, snacks, and other personal expenses. No other reimbursement will be made for these miscellaneous expenses.

2.11 Living Expenses in the NCR (Reimbursed from the NCR Living Expenses Budget)

Senators who reside more than 100 kilometres outside of the NCR are provided with an NCR living expenses budget which is separate from the 64-points system.

2.11.1 Declaration of Provincial/Territorial Residence and National Capital Accommodation

- 2.11.1.1 To be eligible to receive the NCR living expenses budget, senators must submit a *Declaration of Provincial/Territorial Residence and National Capital Accommodation* for each fiscal year with the following supporting documents:
- senator's driver's license
 - senator's provincial health card
 - Notice of Assessment from Canada Revenue Agency (Personal financial information may be redacted.) [2013-02-28]

- 2.11.1.2 Senators are responsible to notify the Finance division immediately of any changes in the status of their residence and to amend their declaration accordingly.

2.11.2 Eligibility for NCR Living Expenses

- 2.11.2.1 Provisions for NCR living expenses shall apply to senators only.
- 2.11.2.2 Notwithstanding 2.11.2.1, NCR living expenses are reimbursable for senators' staff who have travelled to the NCR from the senator's province/territory to support the senators' parliamentary functions. Such costs will be deducted from the senator's

office budget. The reimbursement rates will be the same as the rates for senators that are provided under this policy.

2.11.3 National Capital Accommodation Expenses

Senators may request reimbursement from their living expenses budget for their National Capital accommodation expenses in any one of the three categories below. Senators may not claim National Capital accommodation expenses for owning or renting a seasonal or recreational dwelling such as a cottage, ski chalet, or site rental fees in a recreational location.

a) Nightly Accommodation (Commercial or Private)

The cost of nightly accommodation while on travel status (in a private residence, hotel, motel, rooming house or other commercial establishment) may be reimbursed to the maximum amount per night established by the Committee.

b) Rental Accommodation

A senator may lease accommodation in the NCR and be reimbursed for the monthly rent upon submission of a copy of the lease and proof of payment.

The senator shall attest on the annual *Declaration of Provincial/Territorial Residence and National Capital Accommodation* form that:

- the lessor is not a “family member” as defined in the *Senate Administrative Rules*;
- the lease will not further the private interests of the senator or those of his or her “family member”; and
- no senator or his or her “family member” shall have an interest in a partnership or private corporation that is a party to such lease under which the partnership or corporation receives a benefit.

Senators who share an apartment where the lease is not in their name shall submit, in lieu of a copy of the lease, a written explanation of the rental arrangement and proof of payment (copies of cheques are not accepted as proof of payment).

c) Privately-Owned Accommodation

A senator who owns accommodation in the NCR may be reimbursed an allowance for private accommodation at a rate set by the Committee for each day such residence is available for the senator’s occupancy, and providing that during such time it is not rented to another person or claimed as an expense by another senator. Proof of ownership is defined as a municipal tax statement. Any other documents will need to be reviewed by the Law Clerk’s office.

2.11.4 Per Diems (Meals and Incidentals) in the NCR

- 2.11.4.1 With respect to reimbursement of per diems (meals and incidentals) under the NCR living expenses budget when on travel status within the National Capital Region, eligible travellers are entitled to claim such per diems only for days:
- when the Senate sits
 - when attending Senate Committee meetings
 - when attending Senate and National caucus meetings
 - when working on Senate-related business (per diems for this purpose can only be claimed for up to a maximum of 20 days per fiscal year for travel during non-sitting weeks). [2014-04-01]
- 2.11.4.2 Meal and incidental expenses shall be reimbursed on the basis of allowance rates established by the Committee.
- 2.11.4.3 Meal and incidental expenses incurred while on travel status in the NCR are charged to the NCR living expenses budget. This excludes expenses incurred on days of travel to and from the NCR, those are charged to the 64-point travel system.
- 2.11.4.4 Travellers shall only claim for meals for which there was no provision made from Senate funds (for example, a Senate committee working meal). However, in situations where a traveller is unable to accept a Senate-funded meal for health or religious reasons, the traveller may claim expenses for that meal. Written justification may be requested.
- 2.11.4.5 The incidental expense allowance covers a wide variety of miscellaneous and/or optional travel expenses that are not otherwise provided for elsewhere in this policy such as gratuities, dry cleaning and laundry, bottled water, snacks, and other personal expenses. No other reimbursement will be made for these miscellaneous expenses.

2.11.6 Week-End Expenses in the NCR

- 2.11.6.1 Senators shall only claim NCR living expenses (accommodation, meals, or incidentals) for weekends when parliamentary functions or Senate-related business are performed. In such cases, nightly accommodation may be claimed for the entire weekend and meals and incidentals may be claimed for the specific day(s) of the weekend on which the functions were performed. The nature of the parliamentary functions or Senate-related business must be specified on the travel claim and senators are encouraged to provide supporting documentation.
- 2.11.6.2 Notwithstanding 2.11.6.1, in cases where it is more economical and/or reasonable for a senator to remain in the NCR for a weekend than to return to his/her provincial/territorial residence, all or partial costs of the weekend stay will be reimbursed. Such cases should be exceptional and should only occur during Senate sitting weeks.

2.12 Other Travel Expenses

2.12.1 Cancellation and Change Fees

- 2.12.1.1 Cancellation and change fees shall be reimbursed when incurred due to situations beyond the traveller's control. An explanation of the need for cancellation or change fees may be required.
- 2.12.1.2 Travellers should become familiar with cancellation and change policies before booking tickets or reservations. Best efforts should be made to minimize additional fees whenever possible.
- 2.12.1.3 In situations where a traveller has the opportunity to cancel a reservation in sufficient time to avoid cancellation fees but neglects to do so and is subsequently charged a "no-show" fee, such fees are not reimbursable.

2.12.2 Passports, Visas, and Inoculations

When a traveller is required to travel outside of Canada for parliamentary functions, all costs incurred to obtain a passport, visa(s), and inoculations shall be reimbursed. Such fees are charged to the senator's office budget.

2.12.3 Travel Agency Booking Fees

Fees charged by travel agencies for booking travel arrangements shall be reimbursed as part of the expense to which the fee relates. Travellers should make every effort to minimize travel fee services.

2.12.4 GPS Costs

- 2.12.4.1 The costs of GPS rentals for Senate-related travel shall be reimbursed. Costs should be claimed on the relevant travel expense claim. Where GPS units are rented with a rental car, an itemized or separate receipt is required.
- 2.12.4.2 GPS purchases and updates are not eligible for reimbursement.

2.12.5 Air Canada Maple Leaf Club Membership

Air Canada Maple Leaf Club memberships or fees for occasional access shall be reimbursed for senators only and charged to the senator's office budget.

2.12.6 NEXUS Membership

NEXUS membership fees shall be reimbursed for senators only and the fees charged to the senator's office budget.

2.13 Travel to New York City, NY (UN Matters) and Washington, D.C.

International travel expenses are not eligible for reimbursement. [2013-07-01] However, senators may use the 64-point travel system for trips to New York City, NY for UN-related matters and to Washington, D.C. under the following restrictions:

- a) The travel must not include any international destination other than Washington, D.C. or New York City.
- b) The travel is undertaken by senators only. Alternates may not claim expenses for travel to Washington, D.C. or New York City.
- c) The number of trips per fiscal year is limited to four trips of a maximum of four days each (4 travel points). This is a combined total for both destinations. [2013-07-01]
- d) Trips to New York City are to attend official conferences, meetings and events mentioned on the United Nations website, as well as meetings scheduled with United Nations officials.

2.14 Committee Travel

Travel expenses for senators travelling with a Senate committee are covered by the budget of that committee. The 64-point travel system shall not be used for committee travel. However, when a senator is required to travel from one location in Canada to the Canadian departure point for a committee trip, and/or from the Canadian end point of a committee trip to a location in Canada, the costs of travel to the departure point and/or from the end point are eligible for reimbursement under the 64-point system. Generally, the departure location for all travel shall be the senator's province/territory, the NCR, or a location where the senator was conducting parliamentary functions. Exceptions will be assessed where the cost is equivalent or less.

2.15 Parliamentary Association Travel

The 64-point travel system shall not be used for parliamentary association travel except as provided for below.

a) Fare Class Upgrades

When the fare class for air travel with a parliamentary association is economy class, senators may upgrade to business class. The difference in cost will be deducted from the 64-point travel system budget and 0.5 points will be deducted from a senator's points balance.

b) Living Expenses

When a senator is travelling on a parliamentary association trip for which the association is only paying the transportation expenses, living expenses

incurred while travelling may be reimbursed under the 64-point system. Points are deducted at one half (0.5) the rate that would apply to a national trip.

c) Travel to Departure Points for Parliamentary Association Travel

When it is planned for all participants in a parliamentary association trip to leave from the same Canadian departure point, travel within Canada to arrive at that departure point may be charged to the 64-point travel system if it is not covered by the parliamentary association budget. Generally, the departure location for all travel shall be the senator's province/territory, the NCR, or a location where the senator was conducting parliamentary functions. Exceptions will be assessed where the cost is equivalent or less.

2.16 Other Government Travel

When travel is undertaken on behalf of a federal government department and paid for by that department, travellers shall submit their expense claims directly to that department. The provisions of this policy shall not apply and travellers shall be reimbursed in accordance with Treasury Board guidelines or other arrangements agreed to by the department.

2.17 DOCUMENTATION AND PAYMENT METHOD REQUIREMENTS

2.17.1 Corporate Travel Credit Card

2.17.1.1 Senators are provided with a corporate travel credit card to be used for travel expenses. Use of the card is governed by the Senate's *Corporate Credit Card Policy*.

2.17.1.2 The corporate travel credit card is the preferred method of payment for all airfare, hotel and car rental expenses.

2.17.1.3 Only travel expenses identified in this policy as being eligible under the 64-point travel system may be charged to the credit card. Travel expenses related to parliamentary associations or Committees shall not be charged to the card.

2.17.2 Travel Expense Claims

2.17.2.1 Travel expense claims under the 64-point system shall be submitted to the Finance division within sixty (60) calendar days after the completion of a trip. Submissions are considered complete when the Finance division has received a signed copy of the claim, all original receipts and any additional supporting documentation.

2.17.2.2 A separate claim shall be submitted for each trip undertaken and for each person claiming reimbursement. When a senator is traveling with the designated traveller and/or dependant(s), a single travel expense claim may be acceptable; however, in all instances where the designated traveller and/or dependant(s) is claiming reimbursement for the use of a privately owned vehicle, a separate claim is required.

2.17.2.3 Each travel expense claim shall identify the name of the traveller(s), the category of the traveller (ex. designated traveller, senators' staff, etc), the itinerary, the dates of travel, the specific purpose of travel, and details of expenses being claimed. Appropriate supporting documentation shall accompany the claim or, in the case of confidential information (see below), retained in the senator's office for future reference. [2013-07-01]

2.17.2.4 Where the traveller is the senator, the senator's designated traveller, or a dependant, the expense claim shall be signed by the senator, certifying that the expenses are in accordance with subsection 63(1) of the *Parliament of Canada Act*.

2.17.2.5 Where the traveller is an alternate other than a designated traveller or a dependant, the claim shall be signed by both the traveller and the senator.

2.17.3 Supporting Documentation

2.17.3.1 Supporting documentation is a key element of any sound expenditure management framework and serves to demonstrate that expense claims are accurate, valid, and compliant with policies, rules, and regulations. Expense claims must be supported with appropriate supporting documentation and information.

a) Unless otherwise indicated in this policy, all expenses shall be supported and receipts must be originals. Debit or credit card slips, post-dated receipts and copies of cheques may not be considered a sufficient proof. The following supporting documentation, as appropriate, shall be submitted with the travel expense claim:

- Hotel receipts
- Car rental receipts
- Gas receipts when using a rental car
- Taxi receipts [2013-07-01]
- Boarding passes
- Cancellation and change fees information
- E-tickets
- Receipts for VIA Rail upgrades and VIA Rail tickets
- Receipts for miscellaneous transportation expenses such as parking, tolls, ferries and bus fares
- Print-out of road travel itinerary using any suitable mapping application (e.g. google maps, map quest, etc)
- Requirements related to usage of flight passes (see section 2.9.1.2)

It should be noted that when Senate-related travel is combined with private business or personal travel, supporting documentation should clearly differentiate between the two in order to establish the amounts that are reimbursable. Senators should contact the Finance division for advice on the best type of documentation to obtain prior to undertaking the trip (i.e. quotes for air travel without the personal component included).

- b) Senators should provide documents which support the purpose of travel. Examples of such documents include trip itineraries, meeting or conference agendas, invitations, event advertisements, etc. Submitting such documentation provides the following benefits to senators:
- Finance staff will be better able to review the claim and provide guidance to senators in terms of compliance with policy requirements;
 - Files that are well-documented and complete provide a higher level of transparency and minimize the potential that senators will face undue scrutiny during audits and reviews.
- c) Additional optional documentation includes items which support other aspects of the travel claim such as proof of travel, for example gas receipts for vehicle expenses incurred when using a personal vehicle.

2.17.4 Retention of Confidential Documentation in Senators' Offices

In order to respect the need for confidentiality in certain situations, senators may wish to retain some details about a particular trip (such as names of participants at meetings or events) in their offices rather than submitting the information with their travel expense claims. In such cases, supporting documentation shall be retained for a minimum of seven years and maintained in such a way as to ensure ease of retrieval and inspection in the event of an audit or other review.

2.17.5 Lost, Destroyed, or Unobtainable Receipts

In the event of a lost, destroyed, or unobtainable receipt, travellers shall submit a declaration (a written signed statement is available from the Finance division) attesting to and listing the expenses for payment without receipt. The submission of declarations in lieu of receipts should only occur on an exceptional basis.

2.17.6 Late Travel Claims

2.17.6.1 For a claim to be considered as received on time, the Finance division must have received the signed claim with all supporting documentation and justifications no later than sixty (60) calendar days after the trip's end date.

2.17.6.2 Claims received by the Finance division after this time limit shall be returned to the senator unpaid. Senators may then choose to submit the claim with written justification to the Steering Committee for consideration. Senators will need to appear before the Steering Committee to present their case and answer questions. The claim will only be paid if approved by the Steering Committee.

2.18 Monitoring and Reporting

2.18.1 Claims Verification

2.18.1.1 All travel expense claims shall be verified by the Finance division prior to any reimbursement being processed. Finance verification shall include confirmation that all expenses claimed are in compliance with this policy and that mandatory documentation has been submitted. Non-approved claims are returned to the senator's office with an explanation. Senators may appeal such decisions to the Steering Committee in writing.

2.18.2 Audits

Senators' travel expense claims are subject to audits. Auditors shall be granted full access to claims and supporting documentation.

2.18.3 Internal Reporting

2.18.3.1 The Finance division shall provide each senator with reports detailing travel expenses incurred, the number of travel points used and remaining, as well as the amount of funds remaining in the senator's budget for living expenses in the NCR.

2.18.3.2 The Finance division shall report to the Steering Committee on a monthly basis regarding travel patterns. It will also report to the Steering Committee on an as-needed basis regarding any unusual travel claim patterns and on matters requiring clarification.[2014-09-30]

2.18.4 Public Disclosure

2.18.4.1 This policy is available to the public on the Senate's website.

2.18.4.2 Travel expenses charged to the 64-point system and to the NCR living expenses budget shall be reported publicly in the format and frequency approved by the Committee.

2.18.4.3 The disclosure of travel expense details beyond those required by the Committee to be disclosed shall be at the discretion of the senator in question.

2.18.4.4 Total travel expenses shall be reported annually in the Public Accounts of Canada.

2.18.5 Policy Review

This policy will be reviewed on a continuing basis to ensure that it is up to date and adapted to new circumstances. A formal review will be conducted no later than five (5) years following approval of this policy by the Committee.

2.19 Non-Compliance

Non-compliance with any provision of this policy will be reported to the Clerk of the Senate and the Steering Committee.

3.0 ROLES AND RESPONSIBILITIES

3.1 The Standing Committee on Internal Economy, Budgets and Administration

The Standing Committee on Internal Economy, Budgets and Administration (or one of its Subcommittees delegated to do so) shall be responsible for:

- approving the provisions of this policy and any amendments thereto;
- considering and making decisions on travel matters that require the Committee's approval under the terms of this policy;
- taking appropriate action in cases of non-compliance with this policy; and
- supporting the presentation of policies to senators on a regular basis.

3.2 Senators

Senators shall be responsible for:

- ensuring that travel expenditures are incurred with due regard to the need, frequency, cost and purpose;
- ensuring that travel arrangements and expenditures are consistent with the provisions of this policy; and
- completing and submitting travel claims within sixty (60) calendar days after completion of travel.

3.3 Clerk of the Senate

The Clerk of the Senate shall be responsible for:

- ensuring that this policy is complied with, kept up to date, and appropriately applied;
- ensuring that the Committees is kept apprised of any concerns and risks; and
- ensuring that travel matters requiring Committee approval are brought to the Committee in a timely manner.

3.4 Finance and Procurement Directorate

The Finance division of the Finance and Procurement Directorate shall be responsible for:

- providing advice, guidance and training to senators and their staff in relation to the provisions of this policy;
- developing and implementing effective guidelines, procedures, systems, forms, and reports to facilitate the application of this policy;
- verifying travel claims, ensuring compliance with all policy provisions, and processing claims for payment;
- ensuring that the Clerk of the Senate is made aware of concerns and risks related to travel under the 64-point travel system and the NCR living expenses budget;
- reporting to the Committee as required in this policy; and
- recommending policy amendments as required.

4.0 REFERENCES

4.1 This policy should be read and applied in conjunction with the following related policies and guidelines:

- The *Senate Administrative Rules*
- The *Corporate Credit Card Policy*
- The *Research and Office Expenses Guidelines*
- The *Taxi Policy*
- The *Financial Manual for Senate Committees*
- The *Financial Management and Policy Guide for Parliamentary Associations*

5.0 APPENDICES

<i>APPENDIX A</i>	Examples of Travel Purposes
<i>APPENDIX B</i>	Travel Allowances Rates
<i>APPENDIX C</i>	Declaration of Provincial/Territorial Residence and National Capital Accommodation
<i>APPENDIX D</i>	Designated Traveller and Dependants Annual Declaration
<i>APPENDIX E</i>	Road Travel Log for Personal Vehicles

APPENDIX A – EXAMPLES OF TRAVEL PURPOSES

Example of Travel Purposes

The table below lists examples of travel typically carried out by senators and their alternates, specifying whether or not the trip is eligible for reimbursement under the 64-point travel system. Although the list is not exhaustive, it can nonetheless serve as a useful guide to senators and staff in determining whether or not a particular trip meets the intent of the 64-Point Travel System (i.e. to fund travel incurred in the service of the Senate) and therefore reimbursable from Senate resources.

The travel activities are categorized as being “fully funded”, “funded with restrictions” or “unfunded”. These terms are defined as follows:

Fully Funded

Trips that are “fully funded” are those that may always be claimed against the 64-point system as long as points remain available for that fiscal year and all requirements of this policy are met.

Funded with Restrictions

Trips that are “funded with restrictions” are those that may be claimed against the 64-point system but which have certain restrictions placed upon them such as a limited number of points or trips per year or the need for prior approval by the Steering Committee. The restrictions are explained in the relevant sections of the policy.

Unfunded

“Unfunded” trips are those which may not be claimed against the 64-point system under any circumstances. Although there may be instances where the activities undertaken during these trips constitute “public business” for the purpose of the Senators’ Attendance Policy, they are not considered to be parliamentary functions for the purposes of the 64-point Travel System and therefore not eligible for reimbursement.

	Purpose of Travel	Fully Funded	Funded with restrictions	Unfunded
SENATORS				
1	Between the senators’ province or territory and the NCR to attend Senate sittings, committee meetings, and/or to carry out other parliamentary functions.	√		
2	Participation in party activities that are related to the work of the Senator or the Senate and its proceedings.	√		
3	Participation in party activities that are purely partisan matters such as election activities.			√
4	To receive an honorary degree, award, medal or other similar honour in recognition of Senate work and parliamentary accomplishments. Convention or entrance fees to galas will not be funded.	√		
5	To receive an honorary degree, award, medal or other similar honour in recognition of life-time achievements not directly			√

	Purpose of Travel	Fully Funded	Funded with restrictions	Unfunded
	related to Senate work.			
6	“Life events” of friends and family members: weddings, anniversary celebrations, hospital visits, birthdays, graduations, etc.			√
7	Funerals of dignitaries, senior government officials, parliamentary colleagues, and other VIPs.	√		
8	Funerals of friends and family members (other than those included above)			√
9	Community events such as festivals, BBQs, parades.	√		
10	Speaking engagements on topics related to Senate work or of public interest whether attending as an invitee or upon own initiative and receiving no additional remuneration from a source outside of the Senate.	√		
11	Speaking engagements on topics of personal interest to the senator whether attending as an invitee or upon own initiative.			√
12	Speaking engagements on any topic for which the senator is receiving additional remuneration from a source outside of the Senate.			√
13	Participation in Parliamentary Friendship Group activities	√		
14	Speaking engagements or attendance at fundraising events other than those organized by the Senate.)			√
15	Attendance in charity and other volunteer work.			√
16	Attendance at book launches, art exhibits, theatre performances, concerts, etc in support of artists, writers, and performers.			√
17	Attendance at training sessions, seminars, or conferences related to the senator’s professional qualifications and/or personal interest but not related to Senate work.			√
18	Reuniting with dependent children and/or designated traveller at a location other than the senators’ primary residence or in the NCR (summer cottage, 3 rd residence, vacation accommodation, child’s university)			√
19	Travel for personal reasons such as vacations, sight-seeing excursions, sporting events, etc.			√
20	Meetings and activities related to the senator’s business or private interests (e.g. board of directors’ meetings of companies or charitable organizations; meetings with clients, suppliers, and other stakeholders; etc.)			√
Designated travellers (Refer to 2.6.5 a)				
21	Between the senator’s province or territory and the NCR.	√		
22	Accompanying the senator on official Senate business (committee travel, parliamentary association travel, meetings, etc) outside of the NCR or the senator’s province or territory.		√ (Limited to six (6) points per fiscal year)	
23	Travelling within the senator’s province or territory with the senator.	√		
24	Travelling within the senator’s province or territory without the senator.			√
Dependent children (Refer to 2.6.5 b)				
25	Travelling between the senator’s province or territory and the NCR, when the Senator is present.	√		
26	Accompanying the senator on official Senate business (committee travel, parliamentary association travel, meetings, etc) outside of the NCR or the senator’s province or territory.			√
27	Travelling within the senator’s province or territory, with or without the senator.			√
28	Travelling outside the senator’s province or territory, with or without the senator			√

	Purpose of Travel	Fully Funded	Funded with restrictions	Unfunded
Staff members – (Refer to 2.6.5 c) and d)				
29	Accompanying the senator or travelling alone on official Senate business between the Senator's province or territory and the NCR or within the Senator's province or territory.		√ (Limited to eight (8) points per year fiscal, per senator)	
30	Travelling, other than between the NCR and the Senator's province or territory, with the senator.		√ (Limited to two (2) points per fiscal year, per senator. Points shall not be used for travel related to committees, other than to provide support to the Chair or Deputy Chair of a travelling committee.)	
31	Travelling, other than between the NCR and the Senator's province or territory, without the senator			√
32	Travel by staff working in the Speaker's office, the Leader of the Government or the Leader of the Opposition's office within Canada on parliamentary functions	√		

APPENDIX B – TRAVEL ALLOWANCES RATES

APPENDIX B

SENATORS' TRAVEL POLICY

TRAVEL ALLOWANCES

Effective April 1, 2014

Senators' Living Expenses in the NCR (Maximum Yearly Budget)	\$22,000.00
Maximum Rate Per Night – Commercial Accommodation	\$200.00
Daily Rate for Private Accommodation – Outside NCR	\$50.00
Daily Rate for Private Accommodation – NCR	\$29.28
Rate per Kilometre	\$0.57

The current Treasury Board Secretariat rates for meal allowances and incidental expenses are in Canadian dollars and revised periodically. A revised 'Appendix B' is sent to all Senators' offices as soon as the new rates are approved.

Description	NCR, Provinces, Washington, D.C. & New York City	Yukon	N.W.T.	Nunavut
Breakfast	15.95	15.85	22.20	21.50
Lunch	15.25	19.20	23.75	31.65
Dinner	42.45	50.85	54.10	70.55
Incidentals	17.30	17.30	17.30	17.30
Total	90.95	103.20	117.35	141.00

NOTE: Allowances in the United States of America are the same as in Canada but paid in US dollars.

APPENDIX C – DECLARATION OF PROVINCIAL / TERRITORIAL RESIDENCE AND NATIONAL CAPITAL ACCOMMODATION



DECLARATION OF PROVINCIAL/TERRITORIAL RESIDENCE AND NATIONAL CAPITAL ACCOMMODATION

Senators' Living Expenses in the National Capital Region (NCR)

for the period from April 1, 20xx to March 31, 20xx

PROVINCIAL/TERRITORIAL RESIDENCE		
<p>I, the Honourable _____, member of the Senate for the province or territory of _____, declare that:</p> <p><input type="checkbox"/> My provincial/territorial residence is within 100 kilometres from Parliament Hill</p> <p><input type="checkbox"/> My provincial/territorial residence is more than 100 kilometres from Parliament Hill</p> <p>For the purpose of the <i>Twenty-Fifth Report of the Standing Senate Committee on Internal Economy, Budgets and Administration</i>, adopted in the Senate on May 28, 2013, the address of my principal home in the province or territory for which I was appointed is the following:</p> <p>Address: _____ Unit #: _____</p> <p>City: _____ Province: _____ Postal Code: _____</p> <p>I am providing the following supporting documents:</p> <p><input type="checkbox"/> A copy of my driver's licence <input type="checkbox"/> A copy of my provincial health card <input type="checkbox"/> Notice of Assessment from Canada Revenue Agency. Personal financial information may be redacted. May be submitted by May 31st.</p>		
NATIONAL CAPITAL ACCOMMODATION		
<p><i>(this section only applies to senators whose provincial residence is more than 100 kilometres from Parliament Hill)</i></p>		
<p>A. <input type="checkbox"/> I DO NOT OWN OR RENT MY NATIONAL CAPITAL ACCOMMODATION.</p>		
<p>B. <input type="checkbox"/> I OWN MY NATIONAL CAPITAL ACCOMMODATION and meet the below conditions.</p> <p> <input type="checkbox"/> My municipal tax statement is attached as proof.</p> <p> A senator who owns National Capital accommodation will be reimbursed a flat rate, as determined by the <i>Standing Committee on Internal Economy, Budgets and Administration</i>, for each day such residence is available for the senator's occupancy, and providing that during such time it is not rented to another person or claimed as an expense by another senator. The following conditions apply:</p> <ul style="list-style-type: none"> ▪ Only one claim per day for accommodation costs may be made for that dwelling; and ▪ The senator must submit a copy of the municipal tax statement as proof of ownership on a yearly basis 		
<p>C. <input type="checkbox"/> I RENT MY NATIONAL CAPITAL ACCOMMODATION and meet the below conditions.</p> <p> <input type="checkbox"/> My lease is attached as proof.</p> <p> A senator who <u>leases</u> or <u>rents</u> National Capital accommodation will be reimbursed as long as funds for its monthly costs remain available for this purpose. The following conditions apply:</p> <ul style="list-style-type: none"> ▪ The senator must submit a copy of the lease agreement and proof of payment; ▪ The lessor is not a "family member" as defined in the Senate Administrative Rules; ▪ Entering into the lease will not further the private interests of the senator or those of his or her "family member"; and ▪ No senator or his or her "family member" shall have an interest in a partnership or private corporation that is a party to such lease under which the partnership or corporation receives a benefit. 		
<p>Address: _____ Unit #: _____</p> <p>City: _____ Province: _____ Postal Code: _____</p> <p>Landlord: <i>(if applicable)</i> _____</p>		
SENATOR'S DECLARATION		
<p>I declare that the information provided above is accurate as of the date of this declaration and that all receipts or reimbursement requests are compliant with the <i>Senate Administration Rules</i> and Senate policies and guidelines. I will advise the Financial Division immediately of any changes in the status of my provincial residence or national capital accommodation and will amend this declaration accordingly.</p>		
<p>_____ Senator's Signature</p>	<p>_____ Date</p>	

FINANCIAL SERVICES DIVISION USE ONLY		
Entered by: _____	_____	_____
Print Name	Signature	Date

APPENDIX D – DESIGNATED TRAVELLER AND DEPENDANTS ANNUAL DECLARATION



DESIGNATED TRAVELLER AND DEPENDANTS ANNUAL DECLARATION

for the period from April 1, 20xx to March 31, 20xx

Senators may allocate travel points to the following alternate travellers subject to the conditions provided the *Senators' Travel Policy*.

A) Designated traveller means a senator's spouse or partner a person who is identified by the senator as being authorized to travel under the 64-point travel system for a 12-month period. For administrative purposes, the 12-month period is the fiscal year. The Leader of the Government and Leader of the Opposition may appoint any one individual as their designated traveller.

(B) Dependant means a person who is a member of a senator's family or household, who is financially dependent on the senator for the necessities of life or education, and who:

- (a) is under the age of 21;
- (b) is under the age of 25 and is a full-time student at a recognized educational institution; or
- (c) is dependent, by reason of a physical or mental disability.

(A) DESIGNATED TRAVELLER

Please indicate the name of your designated traveller for fiscal year ending March 31, 2015:

_____ Name (Please print)

(B) DEPENDANTS

	Name	Date of Birth
1.	_____ Please print	_____
2.	_____ Please print	_____
3.	_____ Please print	_____
4.	_____ Please print	_____

Please provide a copy of the birth certificate of each dependent if not already submitted.

If the dependant is between the ages of 21 and 25 and is in full-time attendance at a recognized educational institution, please forward a letter of confirmation from that educational institution.

SENATOR'S DECLARATION

I declare that the information provided above is accurate as of the date of this declaration and that all receipts or reimbursement requests related to designated traveler and/or dependents are compliant with the *Senate Administration Rules* and Senate policies and guidelines. I will advise the Financial Division immediately of any changes in the status of my designated traveler or dependents and will amend this declaration accordingly.

_____ Senator's Signature

_____ Date

FINANCIAL SERVICES DIVISION USE ONLY

Entered by: _____
 Print Name Signature Date

