



TRACKING # :

## Witness Expense Claim – Procedure and Guidelines

### Prior to Appearance

1. The witness must consult with the clerk of the committee to indicate their intention to claim travel expenses and/or to indicate if more than one witness per organization wishes to claim travel expenses<sup>1</sup>.
2. The witness must review these procedures and guidelines before making any travel arrangements. Note that travel should include:
  - The most direct<sup>2</sup> and economical<sup>3</sup> mode of travel available between their residence/workplace and the location of the committee appearance;
  - The minimum number of nights lodging required for the appearance. Only the room charge (up to a maximum amount of \$250 per night) plus applicable taxes will be reimbursed.
3. Before and during travel, the witness must keep copies of all receipts, invoices, and travel vouchers to submit with the claim form following the appearance.

### After Appearance

1. The witness will prepare the claim form. The deadline to submit the claim is 60 calendar days from the date of appearance. All claims beyond this limit may be denied. Improperly prepared claims without the witness' signature and/or not supported by documentation may be returned to the witness by the clerk of the committee, with reasons given for not processing the claim.
2. The claim must:
  - ✓ Be submitted on the witness expense claim form provided to each witness;
  - ✓ Be accompanied by copies of all receipts, invoices, vouchers and/or travel boarding passes;
  - ✓ Be clearly identified by date, type of expense, and purpose;
  - ✓ Contain the original or scanned signature of the witness.
3. The Senate accepts both scanned and original copies of the claim form and all receipts. Please consult the clerk of the committee for further clarification.

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<sup>1</sup> The chair of the committee must pre-approve any request for a second witness from an organization.

<sup>2</sup> Additional costs incurred for indirect routes or stopovers taken for personal or non-Senate-related business will not be reimbursed.

<sup>3</sup> Where at all practical, the witness is encouraged to purchase reduced fare tickets. In the event that the appearance before the committee is rescheduled or cancelled, any costs or penalties incurred when making changes or to cancelling the ticket will be covered by the committee up to the amount of the reduced ticket price. If credits are issued to the witness when the ticket is cancelled, the witness will be required to use those credits to travel to a future meeting of the committee, should they be rescheduled as a witness.



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4. Once reviewed, send the signed claim form (pages 4 and 5) and all supporting documentation to the clerk of the committee by email or by regular mail to the address below:



Committees Directorate  
The Senate of Canada  
Ottawa, Ontario K1A 0A4

## Guidelines

### 1.0. Transportation

- 1.1. **Travel by air, train and/or bus:** The receipt for ticket purchase demonstrating proof of payment must accompany the claim form if air, train or bus fare is claimed. The Senate reserves the right to ask the witness to provide copies of any boarding passes that were issued. Witnesses will be reimbursed up to a maximum of one return economy fare incurred for the most direct route of transportation between their place of residence/workplace and the location of the committee appearance.
- 1.2. **Travel by personal vehicle:** Rates are established by the Treasury Board of Canada Secretariat. A map printout (e.g. Google Maps) must be attached to the claim form, indicating the start and end addresses and the number of kilometers claimed (not applicable for residents of the National Capital Region).
  - 1.2.1. **Kilometric rates<sup>4</sup>:** Refer to this section when completing the claim form (section B.1.). If travelling by car, as of October 1, 2020, the following rates (cents per kilometre, taxes included) established by the Treasury Board apply up to the maximum equivalent economy airfare: Alberta 47.0¢; British Columbia 52.0¢; Manitoba 49.5¢; New Brunswick 50.5¢; Newfoundland and Labrador 54.5¢; Northwest Territories 59.0¢; Nova Scotia 51.0¢; Nunavut 59.0¢; Ontario 55.0¢; Prince Edward Island 49.0¢; Quebec 52.0¢; Saskatchewan 49.0¢; and Yukon 58.0¢.
- 1.3. **Parking:** Parking charges with original receipts may be reimbursed (not applicable for residents of the National Capital Region).
- 1.4. **Taxis:** Reimbursement for taxis may be approved when supported by original receipts (not applicable for residents of the National Capital Region).

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<sup>4</sup> The kilometric rates (cents per kilometre) by province/territory, as established by the Treasury Board of Canada Secretariat, are available at: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>



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## 2.0. Accommodation

- 2.1. **Maximum room charge:** The least number of nights' accommodation required for the appearance of the witness will be reimbursed. Only the room charge (up to a maximum amount of \$250 per night) and applicable taxes will be reimbursed. Please consult with the clerk of the committee before booking any additional nights' accommodation. Room service and other expenses that are of a personal nature are not reimbursable.
- 2.2. **Other expenses:** If a witness requests reimbursement for long distance charges and/or internet service, a written explanation must accompany the claim form, explaining why such services were required for the witness' appearance before the committee.

## 3.0. Meals and Incidentals

- 3.1. **Per diems:** The cost of meals is reimbursed up to the maximum daily allowance, established by the Treasury Board of Canada Secretariat, based on the travel itinerary of the witness. Receipts are not required. Eligible meals are calculated based on the time the witness leaves for the committee meeting and the time the witness returns to his or her residence/workplace. Witnesses should not claim where a complimentary meal has been provided (e.g. breakfast included at hotel).
- 3.2. **Eligibility:** Refer to the table below on witness eligibility to claim per diems and incidentals when completing the claim form (section B.3.):

If the witness departed their residence/workplace after...	
9 a.m.	Not eligible for breakfast allowance
2 p.m.	Not eligible for breakfast and lunch allowances
8 p.m.	Not eligible for all daily meal allowances Eligible for incidental allowance

If the witness returned to their residence/workplace...	
Before noon	Eligible for breakfast allowance
Afternoon	Eligible for breakfast and lunch allowances
After 7 p.m.	Eligible for all meal and incidental allowances



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### Witness Expense Claim Form

Each claimant should review the expense procedure and documentation guidelines, sign this form, attach all supporting documentation, and return either a paper or scanned copy to the clerk of the committee **no later than 60 days following the appearance.**

A. Witness Reimbursement Information					
Committee:		Date of appearance:			
Name of witness:		Witness' organization (if applicable):			
Telephone #:		Email address:			
Reimbursement payable to:		Method of payment:	<input type="checkbox"/> Cheque <input type="checkbox"/> Direct Deposit		
Address:					
B. Expenses					
<b>1. Transportation</b> (ensure that copies of any receipts for purchase and supporting documentation are attached)				<b>Amount claimed</b>	
<input type="checkbox"/> Air	<input type="checkbox"/> Train	<input type="checkbox"/> Bus			
<input type="checkbox"/> Private vehicle <sup>5</sup> (refer to page 2, section 1.2.1.)	# km:				
<input type="checkbox"/> Parking fees and/or toll fees					
<input type="checkbox"/> Taxis, shuttles and/or ferries					
<input type="checkbox"/> Other (please specify)					
<b>2. Accommodation</b>				<b>Amount claimed</b>	
<input type="checkbox"/> Hotel <sup>6</sup> (ensure that receipt is attached)					
<input type="checkbox"/> Private non-commercial (\$50 reimbursement per night)					
<b>3. Meals and Incidentals</b> (receipts not required)				<b>Total amount claimed for per diems and incidentals</b>	
Per diem	Date(s)	Number	Rate		Total
Breakfast			x \$20.80		
Lunch			x \$21.05		
Dinner			x \$51.65		
Incidental			x \$17.30		
<b>4. Other - please specify</b> (requires prior authorization by the clerk of the committee)				<b>Amount claimed</b>	
<b>Total of expenses claimed</b>				<b>\$</b>	
<b>Additional information</b> (if applicable):					

<sup>5</sup> Ensure that a map printout (e.g. Google Maps) is attached indicating the start and end addresses and the number of kilometers claimed. Current kilometric rates by province/territory are available above on page 2 under section 1.2.1. of the Witness Expense Claim – Procedures and Guidelines as well as at: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>

<sup>6</sup> The least number of nights' accommodation required for the appearance of the witness will be reimbursed. Only the room charge (up to a maximum of \$250 per night) and applicable taxes will be reimbursed.



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### C. Witness Certification

I hereby certify that I have expended the amounts indicated or that the amounts were expended on my behalf by the organization that I represent; that the account stated herein is correct and final in all respects; and that the expenses were incurred as a result of appearing before the above committee. I further certify that none of these expenses have been or will be claimed from any other source.

Signature:		Date:	

### D. Direct Deposit Authorization

Please complete this section if you would like to register for direct deposit (or if the banking information that you have previously submitted has changed). Please attach a void cheque (or a photocopy of it) from your bank. This option can only be used for payments deposited in Canada. An email will be sent to the email address provided in Section A of this form to notify you of the direct deposit.

**I, as the person entitled to receive the payments or as their representative, authorize the Receiver General for Canada to deposit payments directly into the bank account information associated with the attached cheque (or photocopy) until further notice.**

Signature:		Date:	

### E. Internal Certification (to be completed by the Committees Directorate)

Certified pursuant to Rule 12-25 of the Rules of the Senate that the witness attended before the Committee by invitation or summons.

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Signature of Chair or Clerk of the Committee	Date
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Signature of Principal Clerk of Committees	Date
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Order of Reference (including the committee reference number and number of bill or special study reference):
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Date received by clerk:		Date sent to Finance:	
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Notes:
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