



SENATE
SÉNAT
CANADA

SENATORS' OFFICE MANAGEMENT POLICY

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1.0 POLICY GOVERNANCE

1.1 Purpose

1.1.1 This policy establishes the principles, rules and responsibilities that govern the management of financial, human, and asset resources by senators and their staff.

1.1.2 This policy applies to all senators, their staff and contractors.

1.2 Authority

1.2.1 This policy was adopted by the Standing Committee on Internal Economy, Budgets and Administration (“CIBA”) on April 13, 2017. It comes into effect on November 1, 2017.

1.2.2 This policy is subject to the law, the *Senate Administrative Rules* (SARs), and the rules, direction and control of the Senate and the CIBA.

1.3 Publication and Updates

1.3.1 This policy is a public document and is available on the Senate’s intranet and public website.

1.3.2 The CIBA must notify senators and all staff in writing of any amendments to this policy as soon as possible after adoption. An updated web version is to be published on the Senate’s intranet and public website.

1.4 Related Resources

1.4.1 This policy is to be used in conjunction with the Office Portal, which offers best practices in office management and provides access to administrative forms, guidelines and procedural instructions.

1.5 Interpretation

1.5.1 Pursuant to sections 7, 11 and 14 of Chapter 2:02 of the SARs, the CIBA, subject to the rules, direction and control of the Senate, has exclusive authority to interpret this policy.

1.5.2 A glossary of terms used in this policy can be found at the end of this document.

1.5.3 Both English and French versions of this policy are equally authoritative.

1.6 Exemptions/Exceptions

1.6.1 Exemptions or exceptions from this policy, including a request for resources beyond approved standards, must be requested in writing by a senator. The decision of the CIBA or its Subcommittee on Agenda and

Procedure (“Steering”) must be communicated in writing within 30 calendar days after the receipt of the request.

- 1.6.2 Steering must present, on a biannual basis, a report of exemption and exception requests it has received and its corresponding decisions to the CIBA.

1.7 Non-Compliance and Enforcement

- 1.7.1 The CIBA, subject to the rules, direction and control of the Senate, has exclusive authority to enforce this policy.

2.0 FINANCIAL MANAGEMENT

2.1 Budgets

2.1.1 Expenses incurred by senators and their staff are paid from either the senator's office budget or from central funding. Based on eligibility criteria, some senators are funded through other budgets, which are subject to the same rules as those that apply to a senator's office budget except where specifically indicated otherwise.

2.1.2 Budget amounts are set by the CIBA.

2.2 Budget Management

2.2.1 Budget funds are allocated at the beginning of every fiscal year (April 1st) and expire at the end of every fiscal year (March 31st).

2.2.2 Resources may be shared by senators and the cost of a resource may be divided between two or more senators' budgets accordingly; however, neither the funds for a resource may be transferred from one senator's budget to another senator's budget nor an expense of one senator claimed from another senator's budget.

2.2.3 Examples of goods and services that are available or may be purchased for senators' offices are listed in the *Senators' Office Expense Index*.

2.3 Delegated Financial Signing Authority

2.3.1 Senators may delegate their financial signing authority to another senator or one or more members of their own staff in the form approved by the CIBA.

2.3.2 The delegated financial signing authority cannot be granted retroactively, and may only be exercised after the signed *Delegation of Financial Signing Authority and Access to Financial Information form* has been processed by the Finance and Procurement Directorate.

2.3.3 A senator's financial signing authority must not be delegated to another senator's staff or to an employee of the Senate Administration, with the exception specified in section 2.3.4.

2.3.4 Authority to sign invoices to verify the receipt of goods for a senator's office is automatically delegated to employees of the Senate's Central Receiving Department, unless the Finance and Procurement Directorate is advised otherwise in writing by the senator.

2.4 Expense Claims and Reimbursements

2.4.1 All expense reimbursement claims are to be submitted using the approved electronic claims management system.

2.4.2 Expense claims must be received by the Finance and Procurement Directorate within 60 calendar days from one of the following as applicable:

- a. purchase date of goods or services;
- b. last date of travel;
- c. last date of an event; or
- d. after notification of successful completion (in the case of reimbursement for education or training).

Claims for travel near year-end must be submitted in sufficient time to be processed within the time limits provided by the Receiver General, as communicated by the Finance and Procurement Directorate, in order for timely reporting in the appropriate fiscal period.

2.4.3 For an expense claim to be considered as received on time, the Finance and Procurement Directorate must have received the signed and dated expense claim with all receipts, supporting documentation and justifications as required under this policy.

2.4.4 Expense claims received by the Finance and Procurement Directorate after the 60 day due date shall not be processed unless written justification for the delay is approved by the Chief Financial Officer.

2.4.5 Expense claims must include, as applicable and to the extent possible, the following:

- a. invoices;
- b. receipts/proof of payment;
- c. written description(s) of each good or service purchased, with supporting documentation; and
- d. written justification of the purpose and need for the expense, with supporting documentation.

2.4.6 Senators and their staff are not required to disclose the names of participants at meetings or events on their expense claims.

2.4.7 A *Declaration of Missing Receipt/Invoice* must be submitted in the event of a lost, destroyed or unobtainable receipt.

2.5 Financial Recordkeeping

2.5.1 The Senate Administration keeps records of all supporting documentation, contracts, records of work completed by contractors, invoices and

financial records related to the use of Senate funds for a period of seven complete fiscal years. This requirement remains in force even after the departure of a senator. Financial records of all supporting documents provided to the Finance and Procurement Directorate represent the official corporate record. Senators should keep original documents until the payment has been processed by the Finance and Procurement Directorate.

- 2.5.2** A departing senator may ask the Archivist to conserve their documentation in a secure place which will be kept for seven fiscal years, at which time upon expiry the documentation will be destroyed.

2.6 Financial Monitoring

- 2.6.1** When the CIBA authorizes a review of a senator's use of Senate funds, it shall inform the senator of such a review. Senators are required to provide access to all requested financial and administrative records as determined by the CIBA.

2.7 Public Disclosure and Financial Reporting

- 2.7.1** Senate expenditures, including senators' expenses, are disclosed annually in the Public Accounts of Canada, and are included in the Senate's audited financial statements. In addition, senators, House Officers, Independent Senators Group and caucus expenses shall be disclosed to the public by the Finance and Procurement Directorate in the frequency and format determined by the CIBA.
- 2.7.2** If a misstatement or omission is found in the financial reports, the senator, House Officer, Independent Senators Group representative or caucus representative should notify the Finance and Procurement Directorate of any corrections as early as possible but no later than five business days prior to the end of a quarter. If no objections or issues have been raised by the deadline, the information will be published as is. Any adjustments requested after the deadline will be displayed in the next quarter.

3.0 HUMAN RESOURCES

3.1 Hiring Staff

3.1.1 Senators may retain staff to assist them in carrying out their parliamentary functions. Costs are paid in accordance with this Chapter and Chapter 2.

3.1.2 “Staff” includes:

- a. persons employed under long and short-term employment contracts;
- b. casual workers; and
- c. volunteers and interns.

Staff excludes contractors engaged under services contracts where the Finance and Procurement Directorate is the contracting authority. Only the Finance and Procurement Directorate, acting as agent, may enter into or terminate a services contract over \$2,500.

See Chapter 4 for rules regarding services contracts.

3.1.3 Staffing and termination shall be undertaken by the Human Resources Directorate at the direction of a senator.

3.1.4 Senators shall identify which position, of those approved by the CIBA, their staff will be hired to fill.

3.1.5 Salary scales, amendments and economic salary increases are set by the CIBA.

3.1.6 Staff shall not commence work or be compensated for any work undertaken until an employment contract or written agreement is in place.

Senators who require the creation, amendment or renewal of an employment contract or assistance in completing a written agreement for volunteers or interns shall notify the Human Resources Directorate.

3.1.7 No family member of a senator shall be hired by that senator.

3.1.8 Senators may share the services of staff between their offices and divide the costs of compensation accordingly. The terms and conditions of employment must be the same in both offices.

3.2 Security Accreditation

3.2.1 All persons who carry on business at the Senate, including staff, contractors, volunteers, and interns must obtain a security accreditation from the Corporate Security Directorate before an employment contract or a written agreement is issued.

- 3.2.2 Under exceptional circumstances and in consultation with a senator, a temporary waiver may be granted by the Corporate Security Directorate while the security verification process is being completed. Individuals granted a temporary waiver identification card must undergo regular security screening procedures until the security accreditation has been obtained.
- 3.2.3 The Director of the Corporate Security Directorate, in consultation with a senator, may waive the requirement for a contractor, volunteer or intern to obtain a security accreditation if the person will not have access to the Parliamentary Precinct or the Senate network, nor access to confidential or sensitive information.

3.3 Employment Contracts

- 3.3.1 Staff hired under employment contracts are under contract with the Senate of Canada.
- 3.3.2 An employment contract shall be on a full-time or part-time basis, or on a casual basis.
- 3.3.3 The term of an employment contract shall be based on operational requirements up to a maximum of 12 months or will end no later than March 31st.
- 3.3.4 Staff hired under an employment contract in a senator's office may, with the senator's approval, take an assignment to another senator's office or to a position or special project within the Senate Administration.
- 3.3.5 Staff hired under an employment contract in a senator's office may, with their senator's approval, accept a secondment to the House of Commons, the Library of Parliament, the Parliamentary Protective Service or the federal government.
- 3.3.6 Senators may promote staff hired under an employment contract in their office to a higher level position if the person can and will perform the duties of that position and meets the requirements identified in the associated competency profile.
- 3.3.7 Staff hired under an employment contract who are temporarily assigned to a higher level position may be eligible for acting pay if he or she will carry out all or a significant percentage of the functions at the higher level for a minimum of 20 consecutive working days and meets the majority of the requirements identified in the associated competency profile.
- 3.3.8 Staff hired under an employment contract shall submit an *Application for Leave and/or Monthly Report* to the Human Resources Directorate in the

frequency and format determined by the CIBA. This form must be signed by their senator.

3.3.9 Staff employed by the Senate for a term of six months or more and who work more than 12 hours per week are considered to be employed on a long-term employment contract and receive benefits according to the terms and conditions of employment for long-term senators' staff.

3.3.10 Staff employed by the Senate for a term of less than six months or 12 hours or less per week are considered to be employed on a short-term employment contract and are not eligible to receive benefits; however, they receive pay for statutory holidays and 4% of their gross salary as pay in lieu of leave.

3.4 Casual Workers

3.4.1 Casual workers may be hired to:

- a. meet peak workloads on a temporary basis; or
- b. undertake work that is urgent, unforeseen or intermittent, such as a short-term replacement.

3.4.2 A casual employment contract is limited to a maximum of 700 hours at the Senate within a 12-month period.

Casual workers are remunerated on an hourly basis according to the approved salary scales and upon submission of time sheets to the Human Resources Directorate in the frequency and format determined by the CIBA. This form must be signed by their senator.

3.4.3 Casual workers are only paid for hours worked ("straight time") and are not compensated for statutory holidays unless they are required to work on those days.

3.4.4 Casual workers receive 4% of their earnings in lieu of annual leave but are not eligible for benefits.

3.5 Volunteers and Interns

3.5.1 Senators may engage volunteers or interns to assist senators in carrying out their parliamentary functions.

3.5.2 Prior to the start of their assignment, volunteers and/or interns shall agree in writing:

- a. to serve without compensation;
- b. not to make any future claim for payment;
- c. to maintain confidentiality during and after their assignment;

- d. to assign copyright in all works created during the course of the assignment; and
- e. to acknowledge that their voluntary service does not constitute present or future employment at the Senate.

This written agreement is to be submitted to the Human Resources Directorate to allow for appropriate tracking related to security accreditation and departure administration.

- 3.5.3** Volunteer or internship agreements may be terminated prior to the agreed-upon end date by the Human Resources Directorate acting at the direction of a senator.
- 3.5.4** Volunteers and interns are not entitled to benefits.

3.6 Compensation

- 3.6.1** The starting salary of a senator's staff shall be determined by the senator at whose direction the staff has been hired by the Senate. It shall be based on the staff's qualifications, expertise, functions and/or previous experience.

3.7 Paid and Unpaid Leave

- 3.7.1** Long-term staff hired under employment contracts of six months or more and who work more than 12 hours per week are eligible for leave credits as described under the terms and conditions for long-term senators' staff.
- 3.7.2** Short-term staff are those hired for a period less than six months or work 12 hours or less per week. They are not eligible for leave credits.
- 3.7.3** Staff shall indicate all paid and unpaid leave taken on the *Application for Leave and/or Monthly Report*, in accordance with section 3.3.8.
- 3.7.4** Senators may grant their staff leave without pay for reasonable purposes. Such leave shall not extend beyond the end date of the staff member's employment contract or written agreement.

3.8 Annual Leave

- 3.8.1** Annual leave credits are provided to long-term staff in accordance with the terms and conditions for long-term senators' staff.
- 3.8.2** An unused annual leave balance will not be reimbursed in cash, unless specified in the terms and conditions for long-term senators' staff.
Staff may only carry over one year's worth of annual leave credits to the subsequent year.
- 3.8.3** Notwithstanding section 3.8.2, upon termination of an employment contract or the departure of a senator from the Senate, persons entitled

to the benefits described under the terms and conditions of employment for long term senators' staff shall receive reimbursement for their earned annual leave balance, of which costs are deducted from central funding.

3.8.4 Notwithstanding section 3.8.2, one of the following options shall be used when a senator's staff transfers from one senator's office to another senator's office:

- a. The staff member shall use their annual leave balance prior to the start date of their employment contract with the other senator; or
- b. The first senator may transfer all or part of the balance of accumulated annual leave credits of the staff member to the other senator's office. Both senators must confirm their approval of the transfer in writing with the Human Resources Directorate. Any non-transferred balance shall be deducted from the first senator's office budget.

3.9 Compensatory Leave

3.9.1 Long-term and short-term staff may be assigned and granted equivalent time off for the number of hours worked outside of their regular working hours.

3.9.2 House Officers' staff salaries include compensation for overtime. For this reason, House Officers' staff do not earn compensatory leave.

3.9.3 Senators' staff could earn compensatory leave, with their senator's approval. Senators' staff cannot earn overtime pay for extra hours worked.

3.9.4 Compensatory leave must be taken no later than 12 months following the end of the fiscal year during which it was accumulated.

3.9.5 Compensatory leave must be taken as leave during the course of employment in the senator's office where it was accumulated. Any balance of accumulated leave credits upon termination of an employment contract or the departure of a senator from the Senate are deemed to have been taken and will not be paid out in cash.

3.10 Departure Administration

3.10.1 Upon termination of an employment contract, staff are required to undergo a formal departure process that will include completion of a *Senators' Staff Member Departure Form* and the return of all Senate property.

3.11 Prevention and Resolution of Harassment in the Workplace

3.11.1 Senators and their staff are required to comply with the *Senate Policy on Prevention and Resolution of Harassment in the Workplace*.

3.12 Occupational Health and Safety

3.12.1 Senators and their staff are required to comply with the relevant provisions of the *Senate Policy on Occupational Health and Safety*.

3.13 Human Resources Recordkeeping

3.13.1 All human resources-related documents created by or sent to a senator's office shall be retained by senators for five years.

3.13.2 Human resources records shall be retained by senators' offices in such a way as to ensure that confidential information is protected from unauthorized use as well as to ensure easy retrieval and inspection in the case of a compliance review.

4.0 PURCHASING GOODS AND SERVICES

4.1 General Rules

4.1.1 Purchase Methods

There are five methods by which a senator may use Senate funds to acquire eligible goods and services not related to travel, as set out below:

- a. request a purchase order;
- b. request a service contract;
- c. enter into contracts under \$2,500 and have the vendor submit the invoice directly to the Senate Administration (refer to 4.1.2 for multiple contracts with the same vendor);
- d. use the approved office supply vendors (for office supply expenses only); and
- e. use personal funds and request reimbursement (up to a maximum of \$2,500).

Information technology equipment, software and office furniture, regardless of cost, must be purchased through a purchase order.

4.1.2 Purchase of Goods and Services over \$2,500

Purchases and services contracts worth over \$2,500, including multiple contracts with the same vendor with a cumulative value of greater than \$2,500 for similar goods or services, must be made by requesting a purchase order or service contract.

4.1.3 When ordering office supplies for their Parliamentary Precinct offices, senators must place their order using one of the Senate's approved vendors. When ordering office supplies for a regional office, while the preferred method is to place the order using one of the Senate's approved vendors, a senator may also:

- a. request a purchase order; or
- b. use personal funds and request reimbursement.

See section 5.9 for other rules regarding office supply purchases.

4.1.4 Senators or delegated authorities must notify the Finance and Procurement Directorate immediately of purchases of unsatisfactory or faulty goods or services.

4.2 Purchase Orders

4.2.1 When eligible goods have been ordered through a purchase order, such goods shall be paid for when the following conditions have been met:

- a. the invoice or receipt report has been signed by the senator, the senator's delegated authority or an employee of Central Receiving, verifying the receipt of the goods; and
- b. the terms and conditions of the invoice including the type, quantity and costs of goods are in accordance with the purchase order.

4.3 Contracts for Goods and Services

4.3.1 The authority to enter into a contract worth over \$2,500 is exclusive to the Finance and Procurement Directorate.

See section 5.4 for rules regarding budget deductions for service contracts.

4.3.2 Senators who enter into a contract for any good or service of more than \$2,500, whether verbally or in writing, are entering into a private contract and may be personally responsible for all terms and conditions of such contracts including payment from personal funds.

4.3.3 Sole-source contracts in excess of the following amounts require the prior approval of the CIBA:

- a. Goods:
\$25,000; and
- b. Service Contract for a senator, House Officer or caucus (per fiscal year):
\$70,000

4.3.4 Costs of travel, living, or material expenses related to a service contract must be specifically authorized by the contract and included in the total contract value.

4.3.5 Senators must ensure that an appropriate and accurate statement of work is established for and followed by each contractor in their office.

4.3.6 Senators must immediately request a contract amendment when changes in contract requirements arise. Such changes include but are not limited to adjusted due dates, scope of work, deliverables, specifications, quantities, and costs. Contract amendments must not be retroactive.

4.3.7 Contract amendments must not increase the contract value beyond the maximum dollar value limits set out in this policy without approval from the appropriate authority.

4.3.8 No family member of the senator shall render services or benefit from payments under a contract related to that senator.

4.3.9 A contractor shall be paid only when services have been rendered (completion of all work or of pre-determined deliverable(s)) and a detailed invoice, including applicable dates, amounts and activities for such services has been approved and signed by the senator or delegated authority.

4.3.10 Aggregate payments by the Senate to a single contractor, whether an individual or a firm, shall not exceed \$100,000 per fiscal year (excluding applicable taxes).

Any contract that would result in total payments over this amount requires prior approval by the CIBA.

4.3.11 Senators must notify the Finance and Procurement Directorate immediately when they wish to terminate a contract.

5.0 SPECIFIC OFFICE EXPENSES

5.1 Staff Pay, Benefits and Pensions

- 5.1.1 Costs of staff salaries are paid from the office budget.
- 5.1.2 Senators' staff receive benefits as set out in Chapter 3.
- 5.1.3 Costs of employer contributions for staff pensions are paid from central funding.
- 5.1.4 Costs of annual leave are paid from a senator's budget, with the exceptions noted in section 3.8.
- 5.1.5 Costs of maternity and parental leave for eligible staff are paid from central funding. In addition, the costs of extended sick leave for eligible staff (in excess of 10 consecutive working days per occurrence) are paid from central funding.

5.2 Learning, Training, Development

- 5.2.1 In-house training is available to senators and their staff. Costs of in-house training are paid for from central funding.
- 5.2.2 Senators and their staff may attend external training programs related to parliamentary functions. Costs of external training fees and materials for senators and their staff are paid for from the senator's office budget.
- 5.2.3 When travel is required for senators to attend a training program that is not related to official language training, such costs shall be paid for from central funding and result in a deduction of travel points.
- 5.2.4 When staff travels to attend a training program that is not related to official language training, such costs shall be paid for from the senator's office budget, with no deduction of travel points. Such travel will only be authorized if no comparable training program is available locally.
- 5.2.5 Costs of official language training for senators and their spouses, including travel costs, are paid for from central funding, with no deduction of travel points. A senator may make a request to the CIBA to have costs for official language training for staff, including travel costs, paid for from central funding with a deduction of travel points. Alternatively, the cost of official language training and related travel cost for staff could be paid from the senator's budget.
- 5.2.6 Senators' staff must have their training expenses and any required leave pre-approved in writing by their senator.

5.3 Conference Fees

5.3.1 Senators and senators' staff may attend conferences in support of parliamentary functions. Conference fees are paid for from the office budget. Related travel is deducted from central funding with a deduction of travel points.

See Chapter 7 for travel expense rules.

5.4 Service Contracts

5.4.1 Senators may retain the services of contractors to support them in their parliamentary functions in accordance with section 4.3 and the provisions below.

5.4.2 Costs of service contracts for senators are paid for from the office budget, House Officers' budget, Independent Senators Group funds budget or caucus budget.

5.4.3 All contractors must obtain a security accreditation or temporary waiver from the Corporate Security Directorate prior to beginning any work on behalf of a senator, in accordance with section 3.2.

5.5 Research Materials

5.5.1 Costs of research materials are paid from the senator's office budget.

5.5.2 Senators may purchase delivery of print subscriptions to only one of the following locations:

- a. Parliamentary Precinct office;
- b. Parliamentary District accommodation; or
- c. provincial or territorial residence.

5.5.3 A senator is not eligible to receive delivery of a print subscription in cases where they have an electronic subscription to the same material.

5.6 Translation and Interpretation

5.6.1 The following translation services are available:

- a. **Internal:** Translation services are provided to the Senate by the Public Services and Procurement Canada Parliamentary Translation Bureau and are available to senators at no cost to the Senate.
- b. **External:**
 - i. Senators may also purchase external translation services and such costs are paid for from the senator's office budget.
 - ii. External translation services must be requested in accordance with service contract procedures as set out in Chapter 4.

5.6.2 Interpretation services within the Parliamentary Precinct are provided to the Senate by Public Services and Procurement Canada and are available to senators at no cost to the Senate.

Costs of interpretation services provided to a senator outside the Parliamentary Precinct by external interpretation service providers are paid for from the office budget.

5.6.3 Translation or interpretation services in languages other than English and French (including sign language) are paid for from the senator's office budget.

5.7 Printing, Photocopying, Publishing

5.7.1 Document services that are provided in-house by the Senate Printing Services are listed in the Printing Services Catalogue. Costs of these services are paid for from central funding.

5.7.2 Document products or services that are provided in-house by the Senate Printing Services (as set out in the catalogue) may not be contracted out to external service providers, unless use of an external service provider is more practical and economical.

5.7.3 Costs of document products or services that are not provided in-house or that exceed the standards or quantity allowed in the catalogue may be purchased through a service contract or purchase order with the cost paid for from the office budget.

5.8 Courier, Shipping, Postage

5.8.1 Senators have access to an internal courier service provided within the Parliamentary Precinct to support their parliamentary functions at no cost to their office budget.

5.8.2 Senators may purchase courier services, shipping services, postage and postal insurance required to support their parliamentary functions. These costs are paid from the office budget.

5.9 Office Supplies

5.9.1 Some office supplies are available for senators' offices from a Senate-wide inventory managed by the Senate Administration. The costs of such inventory items are paid from central funding.

5.9.2 Supplies that are not available from the Senate inventory or that are required for a senator's regional office may be purchased in accordance with Chapter 4 and costs shall be paid from the senator's office budget.

5.9.3 Senators or their delegates must reconcile and approve invoices received by their office from one of the Senate's approved vendors and report any discrepancies to the vendor. Invoices from the approved vendors are paid by the Finance and Procurement Directorate and deducted from the senator's office budget. Senators or the applicable delegated authority shall inform the Directorate of any errors or ongoing disputes with the supplier.

5.10 Office Equipment, Furniture and Furnishings

5.10.1 Costs of office equipment, furniture and furnishings are paid from the office budget or central funding as indicated in the *Senators' Office Expense Index* and in accordance with the provisions below.

5.10.2 Costs of all equipment, furniture and furnishings for a regional office are paid from the office budget.

5.10.3 Furniture or equipment may be leased for senators' offices (within or outside the Parliamentary Precinct) where it is more economical and practical.

5.10.4 Custom-designed furniture or furnishings may be purchased when justified. In the case of an orthopedic chair, the senator or their staff must provide a certificate signed by a medical doctor. The custom furniture and furnishings remain with the senator or staff if that person is required to move offices. Costs for custom-designed furniture are paid from central funding.

5.10.5 Custom-designed furniture or furnishings can be purchased when deemed necessary by the Property and Service Directorate to complement the heritage aspect of a senator's office. Such custom furniture or furnishings shall remain in the office for which it was designed. Costs of custom-designed furniture or furnishings are paid from central funding.

5.11 Miscellaneous Office Expenses

5.11.1 Senators may rent art for their Parliamentary Precinct offices from suppliers approved by the CIBA. The annual cost of art rental, delivery, installation, removal and insurance are paid from the office budget. For an art rental agreement covering a two-year period, the cost shall be allocated evenly within the 24-month period.

5.12 IT Equipment and Software

5.12.1 Costs of IT equipment and software are paid for from central funding or the senator's office budget as indicated in the *Senators' Office Expense Index* and in accordance with the provisions below.

5.12.2 Senators may request IT and telecommunications equipment and software under the following circumstances:

- a. to meet functional needs;
- b. to replace an existing item due to loss or deterioration beyond economical repairs;
- c. to update an existing obsolete item that no longer meets its minimum functional requirements;
- d. to accommodate increases in staff;
- e. to accommodate changes in staff functions; or
- f. to accommodate senators' or staff physical disabilities.

5.12.3 Senators with no access to a wireless telecommunications network are allowed a satellite phone subject to written pre-approval of the Director, Information Services Directorate.

5.12.4 Podcast services and equipment are an eligible expense, including:

- a. podcast subscriptions;
- b. hosting services;
- c. camera and microphone; and
- d. subscriptions or licenses for videoconferencing services.

These expenses are paid from the senator's office budget as indicated in the *Senators' Office Expense Index*.

Offices must contact ISD prior to purchasing any subscriptions or licenses.

5.13 Parking Within the Parliamentary Precinct

5.13.1 Parking within the Parliamentary Precinct is administered under the *Senate Parking Policy*.

5.13.2 Senators who use a privately-owned vehicle in the Parliamentary District to travel to meetings can claim for parking upon submission of receipts. These costs are paid from the senator's office budget.

5.14 Office Space

5.14.1 Maintenance costs for senators' Parliamentary Precinct offices are paid for from central funding.

5.14.2 Senators may establish one additional office space outside the Parliamentary Precinct ("regional office"). Senators may rent commercial office space for their regional office when such offices are located outside of the Parliamentary District and in the region represented by the senator, and in accordance with section 5.14.4.

- 5.14.3** Commercial office space rental fees are paid for from the office budget. The rental fee and other associated rental costs, such as insurance and utilities are eligible for reimbursement.
- 5.14.4** Senators must consult with the Law Clerk and Parliamentary Counsel before renting commercial space for a regional office. The senator must enter into a private rental contract and submit a request for reimbursement of rent. The Senate shall not be party to any rental agreement for office space outside the Parliamentary Precinct. Senators are responsible for obtaining appropriate insurance coverage.
- 5.14.5** Senators who use all or part of a private residence as office space will not be reimbursed from Senate funds for any property costs, such as mortgage, rent or property taxes nor for any associated costs such as insurance, utilities, or home security.
- 5.14.6** Office equipment, furniture and furnishings for regional offices may be purchased in accordance with section 5.12. Landlines and internet plans for regional offices may be purchased in accordance with the *Senators' Office Expense Index*.

5.15 Venue Rentals

- 5.15.1** Senators have access to meeting rooms and other venues in the Parliamentary Precinct at no charge, in support of their parliamentary functions.
- 5.15.2** Senators may rent private or public venues for specific meetings and events held to support their parliamentary functions.
- 5.15.3** Costs of venue rentals for meetings are paid from the office budget.

5.16 Hospitality, Official Gifts and Protocol Items

- 5.16.1** Costs of hospitality goods and services are paid for from the hospitality allocation of the office budget or, where applicable, from the hospitality allocation of a House Officer's budget. The hospitality allocation is determined by the CIBA.
- 5.16.2** Costs of meals and refreshments shall only be reimbursed up to the limits established by the CIBA.
- 5.16.3** Senators may purchase hospitality goods and services only when external guests are present and only under the following circumstances:
- a. **Official Protocol**
For activities such as diplomatic, parliamentary or governmental events, ceremonies or receptions.

b. **Meetings, Working Sessions and Conferences**

For working sessions regarding subject matter that are related to a senator's parliamentary functions.

c. **Special Events**

For events to recognize and/or celebrate accomplishments, special programs and initiatives that are directly related to a senator's parliamentary functions.

5.16.4 Senators may purchase alcoholic beverages in reasonable quantities for a specific parliamentary function.

5.16.5 Senators must not host hospitality events in their private residences using Senate funds unless pre-approved in writing by Steering.

5.16.6 Senators may purchase official gifts and protocol items up to a maximum of \$100, and for House Officers up to \$150, per item to support their parliamentary function. Costs are paid from the senator's or House Officers' hospitality allocation.

5.16.7 Senators may purchase flowers or wreaths when required as a matter of protocol. Costs of flowers are paid from the senator's or House Officer's hospitality allocation. Cost of wreaths are paid from the senator's or House Officer's office budget. Donations in lieu of flowers are not eligible for reimbursement.

5.17 Legal Assistance and Indemnification

5.17.1 Costs of legal assistance and indemnification for senators are paid from central funding when eligible in accordance with the *Legal Assistance and Indemnification Policy*.

5.18 Partisan Activities

5.18.1 Senate resources (including human resources) must not be used to support the following partisan party activities:

- a. solicitation of party membership;
- b. solicitation of political donations;
- c. registration fees to political party events;
- d. political party leadership events;
- e. federal, provincial, territorial or municipal election campaigns, including nomination meetings; and
- f. production of materials on political party letterhead and/or that contain a political party logo.

5.18.2 Notwithstanding section 5.18.1, Senate resources may be used to attend federal party activities related to parliamentary functions, provincial party activities in the senator's province/territory related to parliamentary functions and national conventions.

5.19 Broadcasting Expenses

5.19.1 Senators may incur cost related to broadcasting and multimedia services for parliamentary and institutional events (charged by the House of Commons or any third party) to be paid from the senator's office budget.

5.20 Membership Fees for Parliamentary Associations and Interparliamentary Groups

5.20.1 Senate resources are not to be used to pay membership fees for parliamentary associations and interparliamentary groups.

5.21 Fundraising, Donations and Contributions to Third Parties (Persons, Causes or Organizations)

Senate resources cannot be used to:

- a. purchase admission or raffle tickets for fundraising events;
- b. purchase goods or services for any third party;
- c. make donations, sponsorships or contributions of any kind for the benefit of a third party; or
- d. perform tasks and activities for third parties.

5.22 Use of a Third Party to Support Parliamentary Functions

Senators may not use Senate resources (human resources, funding, assets, goods, services and premises) to conduct their parliamentary functions through a third party or provide Senate resources to such an entity. For the purpose of this paragraph, a third party may include an entity without legal structure or an organization used as a communication or branding method, which may provide the perception that it is a separate organization.

6.0 MATERIAL MANAGEMENT

6.1 Use, Care and Control of Senate Assets

- 6.1.1 Senators must permit Asset Management staff to conduct physical inventories of Senate assets located in their Parliamentary Precinct offices upon appointment and every three years thereafter, and upon any move or departure.
- 6.1.2 Following a physical inventory, Material Management and Logistics shall submit a report to the senator. Within 90 days of receipt of this report, senators must review the findings and sign the *Asset Holding Certificate Form* certifying and acknowledging responsibility for the assets listed in the report. If the report is not signed within 90 days, senators are deemed to have certified and acknowledged responsibility for the assets listed in the report.
- 6.1.3 In cases of damage, loss or theft of a Senate asset, users must immediately report the incident in writing to Material Management and Logistics and the Corporate Security Directorate.
- 6.1.4 In the case of damage, theft or loss of a Senate wireless device, the incident shall be reported as soon as reasonably possible to the Information Services Directorate.
- 6.1.5 When senators or staff move an asset, with the exception of mobile assets, to another location or transfer an asset to another user, the *Inventory Input Form* must be submitted to Material Management and Logistics prior to the asset's move or transfer. In the case of an asset's transfer to another user, senators remain responsible for the assets up until the point that Material Management and Logistics acknowledges receipt of the *Inventory Input Form*.

6.2 Return and Disposal of Senate Assets

- 6.2.1 Senators must return those Senate assets that they no longer require. When assets are located outside of the Parliamentary Precinct, the necessary packing and shipping expenses will be paid for from central funding.
- 6.2.2 If the cost of returning an asset exceeds its replacement value, Material Management and Logistics, in consultation with the Chief Financial Officer, will determine if returning the asset is warranted.
- 6.2.3 In order to ensure that proper disposal methods are used for assets located outside of the Parliamentary Precinct, senators must contact

Material Management and Logistics for approval prior to the disposal of an asset.

6.2.4 When the cost to repair or replace a damaged asset is greater than the current fair market value of that asset, the asset shall be returned to Material Management and Logistics for disposal.

6.2.5 Senators and their staff may request to purchase from the Senate any assets deemed by Material Management and Logistics to be surplus. Such assets will be sold at fair market value. Requests must be made in writing to Material Management and Logistics.

6.3 Heritage Assets

6.3.1 Heritage items are administered in accordance with the *Senate Artwork and Heritage Assets Policy*.

7.0 TRAVEL EXPENSES

7.1 Application and Principles

7.1.1 Pursuant to section 1.1.2 of this policy, this chapter applies to all eligible travellers.

7.1.2 Travel is a necessary component of a senator's parliamentary functions.

7.1.3 At all times, the primary purpose of travel shall be related to a parliamentary function and travel expenditures shall be justifiable, appropriate, reasonable, and well documented.

Private travel, of a maximum of 7 days cumulative, can be combined with a trip related to a parliamentary function. The private travel must be at the destination of the parliamentary function or en route to or from that destination. For a trip that includes a private travel longer than 7 days, the primary purpose of the travel will not be considered parliamentary function.

7.1.4 Travel expense claims must provide a specific purpose for each trip in respect of which a claim for reimbursement is made, along with supporting documentation, if applicable.

7.1.5 Equitable travel resources shall be provided regardless of where senators live in Canada.

7.1.6 Travel resources shall accommodate health, safety, and physical special needs.

7.1.7 Unless otherwise indicated, the departure and arrival locations for all travel shall be:

- a. the senator's province or territory;
- b. the Parliamentary District; or
- c. a location where the senator was conducting a parliamentary function.

This provision does not apply in cases where senators are recalled to the Parliamentary District for unscheduled Senate sittings, Senate committee meetings or caucus meetings.

Travellers may also request an exemption when they need to use a specific travel pattern on a regular basis that is more practical and convenient and where the cost is equivalent or less. Such exemptions must be requested by submitting written justification and supporting documents, including a cost comparison. Exemptions must be pre-approved in writing by the CIBA.

7.1.8 When the primary purpose of travel is related to a senator's parliamentary function and such travel is combined with private travel or business,

additional expenses related to private travel or business shall not be reimbursed, including:

- a. per diems;
- b. transportation; and
- c. accommodation.

7.1.9 Only the expenses incurred by a senator that are related to a parliamentary function during travel that does not have as its primary purpose a parliamentary function shall be reimbursed by the Senate.

7.1.10 The mode of transportation shall be selected on the basis of cost, convenience, safety and practicality. However, using a mode other than air travel, Senate funding for transportation costs shall not exceed the estimated cost of travelling by air (full fare ticket) in situations where air travel was readily available.

7.2 Travel Budgets and Allowances

7.2.1 Travel expenses are deducted from central funding, the office budget or the living expenses budget, as set out in this chapter and the *Senators' Office Expense Index*.

7.2.2 Travel expenses where the trip destination is at least 100 kilometres away from the senator's provincial/territorial residence are deducted from central funding and points are deducted from the Travel Points System balance.

7.2.3 Travel expenses where the trip destination is within 100 kilometres from the traveller's provincial/territorial residence shall be deducted from the office budget. There is no deduction of travel points.

7.2.4 Living expenses (per diems and accommodations) for travel where the trip destination is within 100 kilometres from the senator's provincial/territorial residence shall not be reimbursed, unless warranted by the circumstances.

7.2.5 For eligible senators, living expenses (per diems and accommodations) for travel while staying within the Parliamentary District shall be deducted from the living expenses budget.

7.2.6 The following Senate funding rates are determined by the CIBA:

- a. maximum annual amount for Parliamentary District living expenses;
- b. maximum nightly amount for commercial accommodation in the Parliamentary District;

- c. allowance for private accommodation outside the Parliamentary District;
- d. allowance for private accommodation in the Parliamentary District;
- e. kilometric rate for the use of privately owned vehicles; and
- f. per diem allowances for meals and incidentals.

7.3 Travel Points System

7.3.1 Senators shall be allocated travel points at the beginning of each fiscal year as per Table 7.1.

All eligible travel will result in a points deduction from a senator’s points balance in accordance with section 7.3.2. Any unused points cannot be carried forward to a future year.

Table 7.1

Type	Points	Remarks
Regular	64	For senators, designated travellers, dependants, and staff for itineraries starting and ending in Ottawa and the senator’s province or territory, and also travel within the senator’s province/territory.
Special	Of the 64 points, 24 may be used for special travel	For senators, designated travellers, and staff to any location in Canada to conduct parliamentary functions.
International	Of the 64 points, four may be used for travel only to Washington, D.C. and New York, NY.	International travel is permitted only for trips to Washington, D.C. and New York City, NY. Trips will be counted against the four point-maximum.

7.3.2 Each trip is equivalent to 0.5 of a point, and a round trip is equivalent to one point.

A “trip” is travel taken in one direction by any means to a destination for parliamentary functions by the most direct route other than necessary layovers. For each additional stopover however, an additional half point shall be deducted.

A layover is a necessary stop—until the trip can be resumed—that occurs at a place other than the trip destination, in either of the following circumstances:

- a. the stop is necessary because of external factors outside the control of the traveller, such as a strike or weather-related problems; or
- b. it is necessary in order to make a connecting flight or in order to continue the trip by another means of travel (less than 24 hours).

For travel by VIA Rail, no travel points are deducted when there are no accommodation expenses incurred. The applicable point deduction will apply when accommodation expenses are incurred outside of the Parliamentary District.

- 7.3.3** 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.

7.4 Eligible Travellers

- 7.4.1** Persons eligible to travel using a senator's travel points include all senators and the following other travellers:

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

- 7.4.2** The selection of a senator's designated traveller shall be restricted to the senator's spouse or partner, except as approved by the CIBA.

- 7.4.3** A senator must submit a *Designated Traveller and Dependants Declaration* form to the Finance and Procurement Directorate:

- a. on appointment; and
- b. when there is a change to the designated traveller or dependants (the designated traveller may be modified once per fiscal year).

- 7.4.4** Travel by designated travellers shall be limited to regular and special travel in Canada, and shall be for one of the following purposes:

- a. to accompany the senator;
- b. to join the senator;

- c. to return, after joining the senator, to the senator's province or territory or the designated traveller's residence; or
- d. as permitted under an exemption in accordance with section 7.1.7.

7.4.5 Travel by dependants shall be limited to regular travel, and shall be limited to one of the following purposes:

- a. to accompany the senator;
- b. to join the senator; or
- c. to return to the senator's province or territory after joining the senator in the Parliamentary District.

7.4.6 Travel by senators' staff shall be limited to regular and special travel.

It shall support parliamentary functions and be for one of the following purposes:

- a. to accompany the senator;
- b. to join the senator;
- c. to attend training;
- d. to return to the staff's provincial/territorial residence after joining the senator in the Parliamentary District; or
- e. to return to the Parliamentary District after joining the senator at a location in Canada or to attend training.

Travel costs to get to and from the Parliamentary District, for employees who usually and mainly work in the Parliamentary District, are not eligible for reimbursement.

7.4.7 Senators requiring a travel assistant for medical reasons must seek pre-approval from Steering.

7.5 Travel for Senate Committees and International and Interparliamentary Affairs (IIA)

7.5.1 A committee member's travel expenses shall be deducted from the budget of that committee, with the exception of travel expenses for committee or subcommittee meetings held in the Parliamentary District. Travel expenses of staff of a committee chair or deputy chair may also be deducted from the budget of a committee.

7.5.2 Subject to the exception below, a senator's parliamentary association or parliamentary exchanges travel related expenses ("IIA travel expenses") shall be deducted from the budget of that association or from the parliamentary exchanges' budget when the senator is a member of an official delegation.

- a. For meetings or activities in the Parliamentary District, the travel expenses are charged to the Travel Points System and the living expenses are charged to the living expense budget.
- b. For meetings or activities held outside the Parliamentary District, the following may be charged to the Travel Points System when travelling with a parliamentary association:
 - i. **Fare Class Upgrades:**
When the fare class for air travel is economy class, senators may upgrade to business class. The difference in cost will be deducted from the Travel Points System.
 - ii. **Living Expenses:**
When the association is only paying the transportation expenses, living expenses incurred while travelling may be reimbursed under the Travel Points System.
 - iii. **Travel to Departure Points for Parliamentary Association Travel:**
When it is planned that all participants leave from the same Canadian departure point, travel within Canada to reach that departure point may be charged to the Travel Points 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 Parliamentary District, or a location where the senator was conducting parliamentary functions. Exceptions will be assessed where the cost is equivalent or less.

7.5.3 Expenses incurred by a senator for a personal purpose during committee, parliamentary association or, parliamentary exchanges travel shall not be reimbursed.

7.5.4 The senator's corporate credit card shall not be used for Senate committee or IIA travel.

7.6 International Travel

7.6.1 International travel is permitted only for trips to Washington, D.C. and New York City, NY in support of a parliamentary function. Trips

to New York City shall be to attend work related to the United Nations or meetings with United Nations officials. Trips will be counted against the four point-maximum.

7.7 Externally-Funded Travel

7.7.1 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.

7.8 Parliamentary District Living Expenses

7.8.1 Senators who have a principal residence in their province or territory which is outside of the Parliamentary District are provided with a living expenses budget.

7.8.2 To be eligible to receive the living expenses budget, senators must submit a *Declaration of Provincial/Territorial Residence and Parliamentary District Accommodation* (Residency Form) upon appointment to the Senate, accompanied by their provincial health card and recent tax assessment demonstrating that the senator's residence is outside of the Parliamentary District. The form shall include a statement confirming where the senator is registered to vote.

A revised Residency Form shall be submitted immediately when any residency information changes.

On an annual basis, senators shall submit a declaration attesting that the information in their last submitted Residency Form has not changed.

7.8.3 Reimbursement rates for Parliamentary District living expenses are set by the CIBA.

7.8.4 Only senators' living expenses (per diems and accommodation) incurred to conduct parliamentary functions while in the Parliamentary District are eligible for deduction from the living expenses budget.

7.8.5 Notwithstanding section 7.8.4, Parliamentary District living expenses shall be reimbursed for senators' staff who have travelled to the Parliamentary District from the senator's province/territory to support the senator's parliamentary functions. Such costs are deducted from the office budget. The reimbursement rates are the same as the rates for senators that

are provided under this policy. Living expenses in the Parliamentary District, for employees who usually and mainly work in the Parliamentary District, are not eligible for reimbursement.

- 7.8.6** Living expenses incurred by senators while in transit to and from the Parliamentary District are deducted from central funding under the Travel Points System.

7.9 Parliamentary District Accommodation

- 7.9.1** Senators may request reimbursement from their living expenses budget for their Parliamentary District accommodation expenses in any one of the three categories below:

a. Nightly Accommodation (Commercial or Private):

The cost of nightly accommodation (in a private residence, hotel, motel, rooming house or other commercial establishment) while on travel status shall be reimbursed to the maximum amount per night established by the CIBA. Amounts exceeding the commercial maximum rate may be approved by the CIBA on a case-by-case basis.

b. Rental Accommodation:

The cost of rental accommodation, including rent, utilities (oil, natural gas, propane, electricity, water, water tank rental) and one parking space, shall be reimbursed upon submission of a copy of the lease, invoice (as applicable) and receipts/proof of payment, or at the senator's discretion, the lease shall be paid by the Senate directly to the lessor upon submission of a copy of the lease and a request for direct payment. The senator shall attest on the *Declaration of Provincial/Territorial Residence and Parliamentary District Accommodation* that:

- i. the lessor is not a "family member" as defined in the SARs;
- ii. the lease will not further the private interests of the senator or those of his or her "family member"; and
- iii. no senator or his or her "family member" shall have a direct 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 shall submit a copy of the lease and a written explanation of the rental arrangement.

c. Privately-Owned Accommodation:

A senator who owns accommodation in the Parliamentary District shall be reimbursed an allowance for private

accommodation at a rate set by the CIBA 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 and Parliamentary Counsel.

7.10 Parliamentary District Per Diems

7.10.1 Senators eligible as per section 7.9 may request Senate funding from their living expenses budget for per diems (meals and incidentals), while in the Parliamentary District, for days when:

- a. the Senate sits;
- b. attending Senate committee or subcommittee meetings;
- c. attending approved working groups;
- d. attending Senate caucus and national caucus meetings;
- e. attending a parliamentary association or parliamentary exchanges meeting or activity; or
- f. working on other Senate-related business or a parliamentary function.

7.10.2 Per diems shall be reimbursed on the basis of allowance rates established by the CIBA.

7.10.3 Notwithstanding section 7.10.1, senators whose provincial residence is within the Parliamentary District may claim one meal allowance from central funding if required to attend the Senate or a Senate committee after 7 p.m.

7.10.4 A senator may stay in the Parliamentary District for a weekend between two sitting weeks if the cost is not greater than the round trip between the senator's provincial/territorial residence and Parliamentary District.

7.11 Living Expenses Outside the Parliamentary District

7.11.1 Living expenses (accommodation and per diems) incurred during travel outside of the Parliamentary District shall be deducted from central funding and points shall be deducted from the Travel Points System.

7.11.2 Commercial accommodation outside of the Parliamentary District shall be a standard room. When a senator is accompanied by their

designated traveller, the standard shall be double occupancy. The cost of commercial accommodation shall be reimbursed if the cost is reasonable.

7.11.3 Private accommodation outside of the Parliamentary District shall be reimbursed on the basis of allowance rates established by the CIBA.

7.11.4 Per diem expenses shall be reimbursed on the basis of allowance rates established by the CIBA.

7.11.5 Per diem expenses incurred during eligible travel outside the Parliamentary District are deducted from central funding and points are deducted from the Travel Points System. This includes expenses incurred while in transit to and from the destination.

7.12 Air Travel

7.12.1 Senators, designated travellers, dependants under 12 years old and medical assistants may travel business class, except when the point of origin and the point of destination are Ottawa and Montréal or Ottawa and Toronto.

7.12.2 Senators may book a higher fare class in emergency circumstances. In such cases, senators shall provide a written justification for the emergency with their expense claim for review and approval by the Chief Financial Officer.

7.12.3 Dependants who are 12 years old and over, and senators' staff must only travel in economy class.

7.12.4 Senators may purchase flight passes with the corporate travel card.

7.12.5 Reimbursement of fees charged by airlines to extend the expiry date of a flight pass shall be assessed by the Chief Financial Officer on a case-by-case basis when a written justification is submitted.

7.12.6 Additional baggage fees and advance seat selection fees shall be reimbursed.

7.12.7 Airport lounge fees for senators travelling for parliamentary functions and other eligible travellers are eligible expenses.

7.13 VIA Rail Travel

7.13.1 Rail transportation services are granted to senators by VIA Rail without any cost to Senate budgets. These services are valid for the duration of a senator's appointment. Senators' spouses and dependants are provided with a 50% discount on all VIA Rail travel.

The standard for rail travel for all travellers excluding senators, senators' spouses and dependants, shall be economy class. When senators and their staff travel together, senators may authorize a higher fare class.

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

7.14 Rental Vehicles

7.14.1 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, unless the need to travel in another class of vehicle is warranted by the circumstances. As such, travellers shall submit a cost comparison with the expense claim in order to demonstrate what the cost of an intermediate size car would have been under identical circumstances.

7.14.2 The cost of fuel and other vehicle-related expenses such as tolls, ferries, GPS rentals and parking shall be reimbursed upon submission of receipts.

7.14.3 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.

7.14.4 Rental vehicle expenses incurred for travel under the Travel Points System are deducted from central funding. Rental vehicle expenses incurred for travel within the Parliamentary District or within 100 kilometres of the senator's provincial/territorial residence are deducted from the office budget.

7.15 Use of Privately-Owned Vehicles

7.15.1 When the selected mode of transportation is a motor vehicle, a traveller may use a privately owned vehicle if it is more practical and at a reasonable cost. Expenses shall be reimbursed on the basis of a kilometric rate established by the CIBA. The Senate

assumes no financial responsibility for privately-owned vehicles other than paying the kilometric rate, tolls, ferries, and parking. The cost shall not exceed the estimated cost of travelling by air (full fare ticket) in situations where air travel was readily available.

7.15.2 When two or more persons travel together in a privately owned vehicle, only the owner of the vehicle shall be reimbursed for the kilometres driven.

7.15.3 Mileage expenses incurred for travel under the Travel Points System are deducted from central funding. Mileage expenses incurred for travel within the Parliamentary District or within 100 kilometres of the senator's provincial/territorial residence are deducted from the office budget.

7.16 Taxis and Car Services

7.16.1 The cost of a taxi or car service shall be reimbursed. Receipts are required for all fares. The date, the point of departure, and the destination must be specified.

7.16.2 When a taxi or car service is used in lieu of air travel, cost shall not exceed the estimated cost of travelling by air (full fare ticket) in situations where air travel was readily available.

7.16.3 When a taxi or car service is asked to wait while a traveller attends to business, the cost for wait time shall not be reimbursed, unless warranted by circumstances. In such cases, senators shall provide a written justification with the expense claim for review and approval by the Chief Financial Officer.

7.16.4 A taxi or car service shall not be used as a courier service unless such a service is not offered in that location.

7.16.5 Taxi or car service expenses incurred for travel under the Travel Points System are deducted from central funding. Taxi or car service expenses incurred for travel within the Parliamentary District or within 100 kilometres of the senator's provincial/territorial residence are deducted from the office budget.

7.17 Public Transportation

7.17.1 Travellers shall be reimbursed the actual cost of private bus and public transportation fares. When receipts in support of fares are not available, travellers shall provide a written declaration.

7.17.2 Private bus and public transportation expenses incurred for travel under the Travel Points System are deducted from central funding. Private bus and public transportation expenses incurred for travel within the Parliamentary District or within 100 kilometres of the senator's provincial/territorial residence are deducted from the office budget.

7.18 Airport Parking

7.18.1 Airport parking shall be reimbursed.

7.19 Cancellation and Change Fees

7.19.1 Cancellation and changes fees shall be reimbursed when warranted by the circumstances. In such cases, senators shall provide a written justification with the expense claim for review and approval by the Chief Financial Officer.

7.20 Passports, Visas and Inoculations

7.20.1 Costs incurred by a senator to obtain a passport, visas, inoculations and an approved NEXUS card shall be reimbursed. Costs incurred by a senator's designated traveller to obtain an approved NEXUS card shall be reimbursed. Such fees are charged to the office budget, except in the case of a Senate committee or IIA trip.

7.21 Travel Agency Booking Fees

7.21.1 Fees charged by travel agencies for booking travel arrangements shall be reimbursed as part of the expense to which the fee relates.

7.22 Corporate Credit Cards

7.22.1 The corporate travel card is to be used exclusively for Senate travel-related expenses identified as eligible under the Travel Points System and is the preferred payment method for a senator's airfare, hotel and car rental expenses.

7.22.2 Only senators may use the corporate travel card.

7.22.3 Senators must review and reconcile their corporate travel card account statements within 30 days of receipt and notify the Finance and Procurement Directorate and the corporate travel card provider of any errors or unauthorized transactions.

7.22.4 Upon direction of the CIBA or upon departure from the Senate, senators must return the corporate travel card to the Finance and Procurement Directorate and ensure that any outstanding balance

is reconciled, and any ineligible expenses are reimbursed to the Senate.

7.22.5 Non-compliance with this section may result in the card being cancelled and the cardholder restricted from any future access to a corporate credit card. A cardholder may be held personally liable for any loss of money resulting from non-compliance to this policy.

8.0 NEW AND DEPARTING SENATORS AND MOVING EXPENSES

8.1 Declaration

8.1.1 Upon appointment, senators are to sign a declaration of compliance confirming that they agree to follow the rules, policies and guidelines of the Senate of Canada.

8.2 New Senators

8.2.1 In the first year that a senator takes office, their budgets shall be prorated beginning from the day indicated on the date of the official summons.

8.2.2 Newly appointed senators are provided with the following resources paid from central funding. These resources are provided up until the point that the senator has established their office and staff, up to a maximum of 30 days:

- a. temporary Administrative support appointed and managed by the Human Resources Directorate; and
- b. use of a temporary Parliamentary Precinct office and its contents (including internet and telephone).

8.3 Moving Services

8.3.1 Moving expenses, subject to certain limitations, for one move from one location in the senator's province/territory to a residence within the Parliamentary District are paid from central funding.

Moving expenses, subject to certain limitations, incurred within one year of the departure of the senator for one move from the senator's Parliamentary Precinct accommodation and their Parliamentary Precinct office to a location within Canada are paid from central funding. The amount paid by the Senate shall not exceed the estimated cost of moving back to the senator's provincial or territorial residence.

8.3.2 All moves shall be carried out using the Senate's approved commercial mover.

8.4 Departing Senators

8.4.1 In the last year that a senator holds office, his or her budgets and travel points shall end on the day that the senator ceases to be a senator.

8.4.2 Two-Month Transition Period

In the period not exceeding two months following their departure date, senators are provided with the following resources that are paid from a central funding:

- a. Use of one full-time equivalent (FTE), or, in the case of a sudden departure, two FTEs, the primary function of which shall be to assist with office closing procedures;
- b. Use of their Parliamentary Precinct office, its contents, and its facilities (including internet and telephone) as required for the senator and staff as set out in the *Senators' Office Expense Index*;
- c. Use of Parliamentary Precinct common-use facilities and services that do not incur direct, extra costs;
- d. Use of Senate wireless device and IT equipment; and
- e. Use of goods and services required for office closing logistics (i.e. moving boxes).

Personal effects remaining in a senator's Parliamentary Precinct office at the end of the two-month transition period will be disposed of.

8.4.3 One-Year Departure Period

Upon their departure, senators are provided with the use of the equivalent of up to four travel points, paid from central funding, for the purpose of travel related to closing a Parliamentary Precinct office and concluding parliamentary functions.

8.4.4 Departing senators must return all Senate assets assigned to their Parliamentary Precinct office prior to the last day of the two-month transition period in accordance with section 8.4.2. Packing and transportation costs related to removing Senate assets from a Parliamentary Precinct office are paid for from central funding.

8.4.5 Departing senators must return all Senate assets assigned to their regional office prior to their departure date. Packing and shipping costs related to closing a regional office are paid for from central funding.

If the cost of returning an asset exceeds its replacement value, Material Management and Logistics, in consultation with the Chief Financial Officer, will determine if returning the asset is warranted.

8.4.6 Departing senators must permit Material Management staff to conduct a final physical inventory of Senate assets assigned to their Parliamentary Precinct office.

8.4.7 Following the final physical inventory of a senator's Senate assets, Material Management and Logistics shall submit a report to the senator. Prior to the last day of the two-month transition period, senators must review the report, reconcile any outstanding items, and sign the *Asset Holding Certificate Form*.

9.0 HOUSE OFFICERS

9.1 The following provisions apply to House Officers.

- 9.1.1** The purchase, licensing, insurance, maintenance and repair costs of the Speaker's vehicle are paid from central funding. Costs of the driver and regular operating costs are paid from the Speaker's budget.
- 9.1.2** The Office of the Speaker is provided with a corporate credit card to be used to pay for fuel and regular operating expenses of the vehicle assigned to the Speaker. This vehicle-specific credit card may only be used for this purpose.
- 9.1.3** Notwithstanding section 5.16.4, the Speaker is not limited to purchasing alcoholic beverages for a specific parliamentary function.
- 9.1.4** Notwithstanding section 5.16.3, House Officers may purchase hospitality goods and services for the purpose of hosting, whether or not external guests are present. Such costs are paid for from the hospitality allocation of the consolidated House Officer, caucus and office budgets.
- 9.1.5** Costs of salaries for House Officers' staff are paid from the consolidated House Officer, caucus and office budgets.
- 9.1.6** Where a service contract is required to support House Officers in fulfilling their additional duties, costs of such contracts are paid for from the consolidated House Officer, caucus and office budgets.
- 9.1.7** Staff working in the offices of the Speaker, the Leader of the Government, the Leader of the Opposition or a caucus leader may travel anywhere in Canada, subject to the 64 point limit, to assist the senators in their roles.



GLOSSARY		GLOSSAIRE	
TERM	DEFINITION	TERME	DÉFINITION
Accreditation / Security Accreditation <i>(Accréditation / Accréditation de sécurité)</i>	The official authorization by Corporate Security Directorate for all persons (e.g., Senate personnel, independent contractors to senators and the Senate Administration, their subcontractors, and the employees of contractors and subcontractors) to carry on business in the Senate.	Accréditation / Accréditation de sécurité <i>(Accreditation / Security Accreditation)</i>	Autorisation officielle donnée par la Direction de la sécurité institutionnelle à toutes les personnes (p. ex. le personnel du Sénat, les entrepreneurs indépendants des sénateurs et de l'Administration du Sénat, ainsi que leurs sous-traitants et leurs employés respectifs) pour qu'elles puissent exercer leurs activités au Sénat.
Acting Appointment <i>(Nomination intérimaire)</i>	The temporary appointment of senators' staff to a higher position, to meet operational needs for a specified period of no less than six months and no more than 12 months.	Nomination intérimaire <i>(Acting Appointment)</i>	Nomination temporaire d'un membre du personnel d'un sénateur à un poste de niveau supérieur afin de répondre à des besoins opérationnels pour une période d'au moins six mois et d'au plus 12 mois.
Acting Pay <i>(Rémunération d'intérim)</i>	The pay a person receives when required to substantially perform the duties of a higher position provided that the person meets the minimum qualifying requirements of the work description.	Rémunération d'intérim <i>(Acting Pay)</i>	Rémunération versée à une personne qui doit remplir l'essentiel des tâches d'un poste plus élevé, pourvu qu'elle réponde aux exigences minimales de la description de travail.
Administration <i>(Administration)</i>	The governance and management of the Senate for financial and administrative purposes, and includes the roles and activities of the CIBA and the Senate Administration.	Administration <i>(Administration)</i>	La gouvernance et la gestion du Sénat à des fins financières et administratives, ainsi que des rôles et activités du CIBA et de l'Administration du Sénat.
Allocation <i>(Indemnité)</i>	Public funds that are provided to senators to be used to carry out parliamentary functions as permitted under Senate policy.	Indemnité <i>(Allocation)</i>	Fonds publics fournis aux sénateurs pour l'exercice de leurs fonctions parlementaires, selon les modalités de la politique du Sénat.



Annual Leave (Congé annuel)	Authorized absence from duty by personnel during their regular or normal hours of work.	Congé annuel (Annual Leave)	Absence autorisée du travail d'un membre du personnel pendant ses heures de travail normales ou régulières.
Art	Paintings, sculptures, drawings, photographs, original prints, posters, wall hangings, handicrafts etc., purchased or leased for decorative purposes.	Art	Tableaux, sculptures, dessins, photographies, épreuves originales, affiches, pièces murales, pièces d'artisanat, etc., achetés ou loués à des fins décoratives.
Asset (Biens)	Tangible or intangible items that are purchased, constructed, developed or otherwise acquired by the Senate, that are held for use to achieve Senate objectives, and that meet all the following criteria: <ul style="list-style-type: none">• have a useful life extending beyond one year;• are intended to be used on a continuing basis;• beneficial ownership and control clearly rest with the Senate;• have risks and benefits of ownership that clearly rest with the Senate (as is the case of a capital lease); and• are functional on their own.	Biens (Asset)	Éléments d'actifs corporels ou incorporels qui sont achetés, construits, développés ou acquis autrement par le Sénat, qui servent à atteindre les objectifs du Sénat et qui respectent tous les critères suivants : <ul style="list-style-type: none">• leur durée de vie utile dépasse un an;• ils sont utilisés en permanence;• leur propriété et leur contrôle effectifs appartiennent clairement au Sénat;• leurs risques et leurs avantages appartiennent clairement au Sénat (comme dans le cas d'un contrat de location-acquisition); et• ils sont autonomes sur le plan fonctionnel.
Assignment (Affectation)	Temporary relocation of an employee or senator's staff within the Senate to another position or to meet the needs of a special project, whereby the employee or senator's staff maintains his or her substantive position (pay level) and generally returns to it at the conclusion of the assignment.	Affectation (Assignment)	Déplacement temporaire d'un employé ou membre du personnel d'un sénateur au sein du Sénat dans un autre poste ou pour répondre aux besoins d'un projet spécial. L'employé ou le membre du personnel d'un sénateur conserve son poste d'attache (groupe et niveau) et réintègre ce dernier au terme de l'affectation.



<p>Authentication (Authentification)</p>	<p>Measures designed to protect against fraudulent transmissions or deceptive communications by establishing the validity of transmission, message, station or individual.</p>	<p>Authentification (Authentification)</p>	<p>Mesures conçues pour protéger la transmission d'information contre les transmissions frauduleuses et les communications trompeuses, grâce à l'établissement de la validité de la transmission, du message, du poste ou de l'auteur.</p>
<p>Benefits (Avantages)</p>	<p>There are two types of benefits provided to staff in addition to salary.</p> <p>Compulsory Benefits</p> <ul style="list-style-type: none"> • Public Service Pension Plan (PSPP) • Supplementary Death Benefit (SDB) • Disability Insurance (DI) or long-term disability insurance (LTD) under the Public Service Management Insurance Plan (PSMIP) • Public Service Dental Plan (PSDP) <p>Voluntary Benefits</p> <ul style="list-style-type: none"> • Public Service Health Care Plan (PSHCP) • Life insurance under Public Service Management Insurance Plan (PSMIP) (non-represented employees only) 	<p>Avantages (Benefits)</p>	<p>Outre la rémunération, deux types d'avantages sont offerts au personnel.</p> <p>Avantages obligatoires</p> <ul style="list-style-type: none"> • Régime de pension de retraite de la fonction publique (RRFP) • Prestation supplémentaire de décès (PSD) • Assurance invalidité (AI) ou assurance invalidité de longue durée (AILD) en vertu du Régime d'assurance des cadres de la gestion de la fonction publique (RACGFP) • Régime de soins dentaires de la fonction publique (RSDFP) <p>Avantages facultatifs</p> <ul style="list-style-type: none"> • Régime de soins de santé de la fonction publique (RSSFP) • Assurance vie en vertu du Régime d'assurance des cadres de la gestion de la fonction publique (RACGFP) (employés non représentés seulement)



Business Meetings (Rencontres d'affaires)	Business meetings for senators are those that are part of their parliamentary functions and include participants external to the Senate. This includes, but is not limited to, meetings or working sessions with unions, consultants, partners or representatives from other government organizations, as well as sittings of the Senate, committee and caucus meetings, public/media engagements and other interactions necessary for Senate business.	Rencontres d'affaires (Business Meetings)	Les rencontres d'affaires sont celles qui s'inscrivent dans les fonctions parlementaires des sénateurs et comprennent des intervenants de l'extérieur du Sénat. Elles englobent, sans s'y limiter, les réunions ou séances de travail avec des syndicats, des consultants, des partenaires ou représentants d'autres organismes gouvernementaux, ainsi que les séances du Sénat, les réunions de comité et de caucus, les activités publiques ou médiatiques et d'autres relations nécessaires aux affaires du Sénat.
Candidate (Candidat)	A person who is being considered in a selection process.	Candidat (Candidate)	Personne évaluée dans le cadre d'un processus de sélection.
Car Service (Service de voiture)	Transportation services carrying people for a fixed price over a fixed route, or on an hourly rate.	Service de voiture (Car Service)	Service de transport de personnes à prix fixe pour un itinéraire fixe, ou à taux horaire.
Cardholder (Titulaire d'une carte)	The person to whom the exclusive authority and responsibility of a corporate credit card has been delegated and whose name appears on the card.	Titulaire d'une carte (Cardholder)	Personne à qui l'autorité et la responsabilité ont été exclusivement déléguées pour l'utilisation d'une carte de crédit institutionnelle et dont le nom figure sur la carte.
Casual Worker / Casual Employee (Travailleur occasionnel / Employé occasionnel)	Staff who are hired in response to a temporary operational need, such as a short-term replacement in a senator's office during leave.	Travailleur occasionnel / Employé occasionnel (Casual Worker / Casual Employee)	Personnel embauché en réponse à des besoins opérationnels temporaires, comme un remplacement à court terme dans un bureau de sénateur durant un congé.
Caucus	A group of members of Parliament, formed for political purposes, composed exclusively of or including senators, and recognized as a caucus by a leader of a recognized party in the Senate.	Caucus	Groupe de parlementaires constitué à des fins politiques, composé en totalité ou en partie de sénateurs et reconnu comme caucus par le chef d'un parti reconnu au Sénat.



Central Budget (Budget central)	The budget administered centrally by the Senate Administration for the purpose of procuring goods and services for Senate operations.	Budget central (Central Budget)	Budget administré centralement par l'Administration du Sénat aux fins d'acquisitions de biens et de services nécessaires au fonctionnement du Sénat.
CIBA	Standing Committee on Internal Economy, Budgets and Administration	CIBA	Comité Permanent de la Régie interne, budgets et administration
Commercial Accommodation (Hébergement commercial)	Lodging facilities such as hotels, motels, inns, corporate or academic residences, and bed and breakfasts.	Hébergement commercial (Commercial Accommodation)	Établissement d'hébergement, comme un hôtel, un motel, une auberge, une résidence d'affaires ou universitaire, ou un gîte du passant.
Compensatory Leave (Congé compensatoire)	Leave with pay in lieu of cash payment for time worked in excess of established normal working hours.	Congé compensatoire (Compensatory Leave)	Congé payé accordé en remplacement d'une rémunération en espèces à l'égard des heures de travail dépassant les heures de travail normales établies.
Competency Profile (Profil de compétences)	Identifies the skills, knowledge and aptitudes that a person must possess to perform a job well, in relation to the goals and culture of the Senate. It complements the job description for each role.	Profil de compétences (Competency Profile)	Définit les habiletés, les connaissances et les aptitudes qu'une personne doit posséder pour que le travail soit bien fait, compte tenu des buts et de la culture du Sénat. Le profil complète la description de travail de chacun des rôles.
Competitive Bidding Process (Processus d'appel d'offres concurrentiel)	A process managed by the Procurement division where bids are solicited from two or more sources. This process requires that all bidders be placed on an equal footing, and that they bid under the same terms and conditions.	Processus d'appel d'offres concurrentiel (Competitive Bidding Process)	Processus géré par la Division de l'approvisionnement au cours duquel on fait appel à au moins deux soumissionnaires. Ce processus nécessite que tous les soumissionnaires soient sur un pied d'égalité et qu'ils soumissionnent selon les mêmes conditions.



<p>Compliance Review <i>(Vérification de la conformité)</i></p>	<p>An independent review and examination of records and activities in order to test for adequacy of corporate governance controls, to ensure compliance with established policies and operational procedures, to detect breaches in security, and to recommend any indicated changes in controls, policy and procedures.</p>	<p>Vérification de la conformité <i>(Compliance Review)</i></p>	<p>Examen indépendant des dossiers et des activités afin de vérifier le caractère adéquat des mesures de contrôle interne de la gouvernance, dans le but d'assurer la conformité aux politiques établies et aux procédures opérationnelles, de détecter les infractions à la sécurité et de recommander les modifications qui s'imposent en matière de contrôles, de politiques et de procédures.</p>
<p>Conditions of Employment <i>(Conditions d'emploi)</i></p>	<p>Any requirement, other than qualifications, that must be met or complied with prior to hiring and be maintained throughout the period of employment in a position.</p>	<p>Conditions d'emploi <i>(Conditions of Employment)</i></p>	<p>Exigences, autres que les qualifications, devant être acquises ou respectées avant l'embauche et pendant la durée de l'emploi dans le poste.</p>
<p>Continuous Employment <i>(Emploi continu)</i></p>	<p>All employment within the Senate, except where a person who, on leaving the Senate, takes or has taken severance pay. It also means employment without a break of more than three months in:</p> <ul style="list-style-type: none"> • the Senate; • the House of Commons; • the Library of Parliament; • the Office of the Senate Ethics Officer; • the Office of the Conflict of Interest and Ethics Commissioner; • Parliamentary Protective Service (PPS); • Departments named in Schedule I, IV and V of the <i>Financial Administration Act</i> (FAA); or • Any former service in the Canadian Forces for a continuous period of six 	<p>Emploi continu <i>(Continuous Employment)</i></p>	<p>Tout emploi au Sénat, sauf si une personne, à son départ du Sénat, reçoit ou a reçu une indemnité de départ. Qualifie aussi un emploi sans pause de plus de trois mois :</p> <ul style="list-style-type: none"> • au Sénat; • à la Chambre des communes; • à la Bibliothèque du Parlement; • au Bureau du conseiller sénatorial en éthique; • au Commissariat aux conflits d'intérêts et à l'éthique; • au Service de protection parlementaire (SPP); • dans un ministère désigné aux annexes I, IV et V de la <i>Loi sur la gestion des finances publiques</i> (LGFP); ou • au cours de toute période de service continue de six mois ou plus dans les Forces



	months or more, either as a member of the Regular Force or of the Reserve Force while on Class B or C service.		canadiennes, en tant que membre de la Force régulière ou de la Force de réserve de classe Bou C.
Contract (Contrat)	<p>A legally enforceable agreement between two or more parties which can be either verbal or in writing, including partnership agreements. To be legally binding a contract must contain the following elements:</p> <ul style="list-style-type: none"> • Offer; • Acceptance; • Consideration; • Legal Intent; • Capacity; • Legal Object; and • Genuine Consent. 	Contrat (Contract)	<p>Entente orale ou écrite, juridiquement contraignante, conclue entre deux parties ou plus, y compris les ententes de partenariat. Pour être juridiquement contraignant, le contrat doit comprendre les éléments suivants :</p> <ul style="list-style-type: none"> • l'offre; • l'acceptation; • l'examen; • l'intention juridique; • la capacité; • l'objet juridique; et • le consentement véritable.
Contract Value (Valeur du contrat)	Includes all costs and fees, overhead, administration, profit, travel costs provided in the contract but excluding all applicable taxes. If an individual requirement for procurement results in the award of more than one contract, or in contracts awarded in separate parts, the basis for valuation shall be the total value of all contracts.	Valeur du contrat (Contract Value)	Comprend tous les coûts et honoraires, les coûts indirects, l'administration, les profits, les frais de déplacement qui sont inclus dans le contrat, sans toutefois compter les taxes applicables. Si un besoin particulier donne lieu à l'attribution de plus d'un contrat, à un ou plusieurs fournisseurs, la somme de ceux-ci représente la valeur totale de tous les contrats.
Contracting Authority (Autorité contractante)	Persons in the Senate authorized pursuant to section 4.3 of this policy to enter into contracts on behalf of the Senate.	Autorité contractante (Contracting Authority)	Personnes au Sénat autorisées en vertu de l'article 4.3 de la présente politique à conclure des contrats au nom du Sénat.



Contractor / Independent Contractor <i>(Entrepreneur / entrepreneur indépendant)</i>	A person who has a contract with the Senate to render services to a senator in carrying out their parliamentary functions and who is not, under the terms of that contract, an employee of the Senate, whether or not the person is deemed to be an employee for the purposes of an Act of Parliament or other purpose of law.	Entrepreneur / entrepreneur indépendant <i>(Contractor / Independent Contractor)</i>	Personne qui a un contrat avec le Sénat pour fournir des services à un sénateur dans l'accomplissement de ses fonctions parlementaires et qui n'est pas, aux termes de ce contrat, un employé du Sénat, qu'elle soit ou non réputée être un employé pour l'application d'une loi du Parlement ou à d'autres fins juridiques.
Delegated Authority <i>(Pouvoir délégué)</i>	The right to exercise powers in accordance with the delegation instrument without having to seek prior approval from a higher level of authority.	Pouvoir délégué <i>(Delegated Authority)</i>	Autorité d'exercer des pouvoirs conformément à la délégation de pouvoirs, sans devoir obtenir d'autorisation préalable d'un niveau hiérarchique plus élevé.
Departing Senator <i>(Sénateur sortant)</i>	A senator who leaves his or her position due to retirement, resignation, involuntary removal or death.	Sénateur sortant <i>(Departing Senator)</i>	Sénateur qui quitte son poste pour cause de départ à la retraite, de démission, de départ involontaire ou de décès.
Departure <i>(Départ)</i>	Departure from the position of senator by retirement, resignation, removal or death.	Départ <i>(Departure)</i>	Cessation de l'exercice de la charge d'un sénateur du fait de sa retraite, de sa démission, de son départ involontaire ou de son décès.
Departure Date <i>(Date de départ)</i>	The date upon which a senator officially ceases to hold office.	Date de départ <i>(Departure Date)</i>	Date à laquelle un sénateur cesse officiellement d'exercer ses fonctions.
Dependant <i>(Personne à charge)</i>	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 is: <ul style="list-style-type: none">• under the age of 21;	Personne à charge <i>(Dependant)</i>	Membre de la famille ou du ménage d'un sénateur qui est financièrement à la charge du sénateur pour les nécessités de la vie ou de son éducation et qui, selon le cas : <ul style="list-style-type: none">• est âgé de moins de 21 ans;



	<ul style="list-style-type: none"> under the age of 25 and is a full-time student at a recognized educational institution; or dependent, by reason of a physical or mental disability. 		<ul style="list-style-type: none"> est âgé de moins de 25 ans et fréquente à temps plein un établissement d'enseignement reconnu; ou est à la charge du sénateur en raison d'une déficience physique ou mentale.
Designated Traveler (Voyageur désigné)	A senator's spouse or partner, unless otherwise approved by the CIBA.	Voyageur désigné (Designated Traveler)	Le conjoint ou le partenaire d'un sénateur, à moins que le CIBA en décide autrement.
Eligible Traveler (Voyageur admissible)	A person, including a senator, who is authorized to travel under the senator's TravelPoints System. It includes the senator's designated traveler, a dependant, senators' staff, contractor(s) (only when specified in the contract) or a person accompanying the senator as a travel assistant for medical reasons.	Voyageur admissible (Eligible Traveler)	Personne, notamment un sénateur, autorisée à voyager suivant le système des points de déplacement du sénateur. Cela comprend le voyageur désigné du sénateur, une personne à charge, le personnel du sénateur, des entrepreneurs (seulement lorsque cela est précisé dans le contrat) ou une personne qui accompagne le sénateur pour des raisons médicales.
Employee (Employé)	A person who is a party to a contract of employment with the Senate, whether the person is an indeterminate employee or is a person hired for a specified period, or is on probation or confirmed in their position, and includes a person who is deemed to be an employee for the purposes of an Act of Parliament or other purpose of law, but only for those purposes.	Employé (Employee)	Personne qui est partie à un contrat de travail avec le Sénat, qu'elle soit engagée pour une période indéterminée ou déterminée ou qu'elle soit en stage ou confirmée dans son poste. Y est assimilée la personne réputée être un employé pour l'application d'une loi du Parlement ou à d'autres fins juridiques, mais uniquement à ces fins.
Employment Contract (Contrat d'emploi)	An agreement between the Senate and a person that defines the terms and conditions under which that person has been hired as an employee or senator's staff for a short term (less than six months), long-term or casual	Contrat d'emploi (Employment Contract)	Accord entre le Sénat et une personne qui définit les conditions en vertu desquelles cette personne a été embauchée comme employé ou membre du personnel d'un sénateur pour la durée d'un contrat d'employé à court terme (moins de six mois), à



	contract. Employment contracts are typically in the form of “letters of employment”.		long terme ou temporaire. Les contrats d’emploi prennent habituellement la forme de « lettres d’offre ».
End User (Utilisateur)	The individual or group of individuals who will use or consume the material or services, which is the subject of a particular procurement.	Utilisateur (End User)	Personne ou groupe de personnes qui utilise ou consomme le matériel ou les services faisant l’objet d’un processus d’approvisionnement donné.
Exception	A person or thing that is excluded from a general statement or is excused from the application of a rule.	Exception	Personne ou chose qui est exclue d’un énoncé général ou est soustraite à l’application d’une règle.
Exemption	The action of freeing or state of being free from an obligation or liability imposed on others.	Exemption	Action de libérer ou fait d’être libéré d’une obligation ou responsabilité imposée à autrui.
Extension	An additional period of time given to someone to fulfill an obligation.	Extension	Période de temps supplémentaire donnée à quelqu’un afin de remplir une obligation.
External Guest (Invité externe)	An eligible recipient of a senator’s hospitality such as dignitaries, government officials, interest group representatives, business community members, volunteers. See “Internal Guest” for individuals not eligible to be external guests.	Invité externe (External Guest)	Bénéficiaire admissible aux services d’accueil d’un sénateur, comme un dignitaire, un haut fonctionnaire, un représentant d’un groupe d’intérêt, un homme ou une femme d’affaires ou un bénévole. Voir « Invité interne » pour la liste des personnes ne pouvant pas être des invités externes.
Fair Market Value (Juste valeur marchande)	The value of a good or service determined by negotiation between buyers and sellers and which would be acceptable as a basis of a purchase and sale.	Juste valeur marchande (Fair Market Value)	Valeur d’un bien ou d’un service déterminée à la suite de négociations entre les acheteurs et les vendeurs et qui serait acceptable comme fondement d’un achat ou d’une vente.



Family Member (Membre de la famille)	A person, other than someone excluded by the CIBA upon request, who is (a) a spouse or a common-law partner; (b) a child or grandchild; (c) a parent or grandparent; (d) a brother or sister; (e) a person in a relationship described in paragraph (b), (c) or (d) by virtue of an in-law or step relationship; or (f) a person approved by the CIBA upon request as equivalent to a family member.	Membre de la famille (Family Member)	Désigne, à l'exception des personnes exclues sur demande par le CIBA : <i>a)</i> l'époux ou le conjoint de fait; <i>b)</i> le fils, la fille, le petit-fils ou la petite-fille; <i>c)</i> le père, la mère, le grand-père ou la grand-mère; <i>d)</i> le frère ou la sœur; <i>e)</i> quiconque a un lien décrit en <i>b)</i> , <i>c)</i> ou <i>d)</i> du fait d'un mariage ou d'une union de fait; ou <i>f)</i> quiconque est reconnu par le CIBA, sur demande, comme l'équivalent d'un membre de la famille.
Fiscal Year (Exercice financier)	The period from April 1 st to March 31 st .	Exercice financier (Fiscal Year)	La période du 1 ^{er} avril au 31 mars.
Flight Pass (Laissez-passer de vol)	A pre-paid package of flight credits offered by an airline.	Laissez-passer de vol (Flight Pass)	Un forfait prépayé de crédits de vol offert par une compagnie aérienne.
Full-time (Temps plein)	A person who works 35 hours per week.	Temps plein (Full-time)	Personne qui travaille 35 heures par semaine.
Furnishings (Accessoires)	Accessories usually found in office environments. These include wastebaskets, lamps, magazine racks, boot trays, etc.	Accessoires (Furnishings)	Accessoires qu'on trouve habituellement dans un bureau. Ces accessoires peuvent comprendre des corbeilles à papier, des lampes, des porte-revues, des paillasons-égouttoirs et autres.
Goods (Biens)	Moveable property acquired by the Senate for use as a resource in its operations and includes machinery, equipment, furniture, fixtures, and consumables, whether held in stores or located at the point of use.	Biens (Goods)	Biens mobiliers acquis à titre de ressources pour les activités du Sénat et comprenant les machines, l'équipement, le mobilier, les installations et les biens de consommation entreposés ou situés à l'endroit de leur utilisation.



<p>Harassment (Harcèlement)</p>	<p>Any improper conduct by an individual, that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. The conduct may be done on a one-time basis or in a continuing series of incidents.</p> <p>Sexual harassment, discrimination within the meaning of the <i>Canadian Human Rights Act</i>, abuse of authority and making a complaint in bad faith are considered forms of harassment under this policy.</p> <p>Harassment does not include normal managerial activities as long as these are not being done in a discriminatory or abusive manner.</p>	<p>Harcèlement (Harassment)</p>	<p>Tout comportement inopportun et injurieux, d'une personne envers une autre personne ou plus en milieu de travail, et dont l'auteur savait ou aurait raisonnablement dû savoir qu'un tel comportement pouvait offenser ou causer préjudice. Il comprend tout acte, propos ou exhibition qui diminue, rabaisse, humilie ou embarrasse une personne, ou tout acte d'intimidation ou de menace. Il peut s'agir d'un geste isolé ou d'une série continue d'incidents.</p> <p>Le harcèlement sexuel, la discrimination au sens de la <i>Loi canadienne sur les droits de la personne</i>, l'abus de pouvoir et le dépôt d'une plainte faite de mauvaise foi constituent des formes de harcèlement en vertu de la présente politique.</p> <p>Le harcèlement ne comprend pas les activités de gestion normales, pourvu qu'elles ne revêtent aucun caractère discriminatoire ou abusif.</p>
<p>Heritage Assets / Items / Furniture / Furnishings (Biens patrimoniaux / articles / meubles / accessoires)</p>	<p>Objects of either cultural or historical value, usually irreplaceable, that are intended to be preserved in trust for future generations.</p>	<p>Biens patrimoniaux / articles / meubles / accessoires (Heritage Assets / Items / Furniture / Furnishings)</p>	<p>Objets ayant une valeur culturelle ou historique, habituellement irremplaçables, et destinés à être conservés en fiducie pour les générations futures.</p>
<p>Hospitality Allocation (Allocation pour dépenses d'accueil)</p>	<p>The portion of the office budget, House Officer's budget or a Senate committee budget that is set aside for hospitality expenses. It is a fixed amount determined</p>	<p>Allocation pour dépenses d'accueil (Hospitality Allocation)</p>	<p>Portion du budget de bureau, du budget d'un agent supérieur ou du budget d'un comité sénatorial réservée pour les dépenses d'accueil. Il s'agit d'un montant fixe, déterminé annuellement</p>



	annually by the CIBA. Total hospitality expenses for one fiscal year cannot exceed the amount of the hospitality budget for that year.		par le CIBA. Les dépenses d'accueil totales d'un exercice ne peuvent dépasser le montant prévu au budget des dépenses d'accueil pour l'exercice en question.
Hospitality/ Hospitality Goods and Services (Accueil/biens et services d'accueil)	The provision of meals, refreshments, gifts, protocol items and other related expenses incurred as a result of extending hospitality as required by parliamentary functions.	Accueil/biens et services d'accueil (Hospitality/Hospitality Goods and Services)	Repas, rafraîchissements, cadeaux, articles protocolaires et autres dépenses connexes engagées dans le cadre d'activités d'accueil s'inscrivant dans les fonctions parlementaires.
House Officer/Political Officer (Agent supérieur / agent politiques du Sénat)	The Speaker, the Speaker pro tempore, the Leaders, the Deputy Leaders and the Whips of a recognized party.	Agent supérieur / agent politiques du Sénat (House Officer/Political Officer)	Le Président, le Président intérimaire, les leaders, les leaders adjoints et les whips d'un parti reconnu.
House Officers' Budget (Budget des agents supérieurs)	The additional funds provided to a House Officer to accommodate the expenses incurred in order to fulfill the Officer's additional duties.	Budget des agents supérieurs (House Officers' Budget)	Fonds supplémentaires fournis à un agent supérieur pour absorber les dépenses engagées dans l'exercice de ses fonctions supplémentaires.
House Officers' Hospitality Allocation (Allocation pour les dépenses d'accueil des agents supérieurs)	The additional funds provided to a House Officer to accommodate the hospitality expenses incurred in order to fulfill that Officer's additional duties.	Allocation pour les dépenses d'accueil des agents supérieurs (House Officers' Hospitality Allocation)	Fonds supplémentaires fournis à un agent supérieur pour absorber les dépenses d'accueil engagées dans l'exercice de ses fonctions supplémentaires.
Incidental Expense Allowance (Indemnité de faux frais)	An allowance paid to a traveler for each full or partial day on travel status to cover a number of miscellaneous expenses.	Indemnité de faux frais (Incidental Expense Allowance)	Indemnité versée au voyageur pour chaque journée complète ou partielle en situation de déplacement, afin de couvrir diverses dépenses.



Intern (Stagiaire)	Any person who, for educational purposes, provides Senate-related services without remuneration from any source.	Stagiaire (Intern)	Quiconque fournit, à des fins pédagogiques, des services liés au Sénat sans recevoir de rémunération d'une quelconque source.
Internal Guest (Invité interne)	A person who is ineligible to receive publicly funded hospitality from a senator which includes senators; parliamentary employees/staff; spouses and family members of senators or parliamentary employees/staff.	Invité interne (Internal Guest)	Personne qui ne peut bénéficier d'activités d'accueil financées par des fonds publics de la part d'un sénateur, notamment les sénateurs, les employés/membres du personnel parlementaires, de même que les conjoints et les familles des sénateurs ou des employés/membres du personnel parlementaires.
International Travel (Déplacement international)	Travel for senators to Washington, D.C. and New York City (New York) in support of a parliamentary function. Trips to New York City shall be to attend work related to the United Nations or with United Nations officials.	Déplacement international (International Travel)	Déplacement des sénateurs à Washington, D.C., et à New York (New York) à l'appui des fonctions parlementaires. Les déplacements à New York doivent avoir pour but de participer à des travaux liés aux Nations Unies ou pour assister à des réunions avec des représentants des Nations Unies.
IntraSen	The intranet system providing administrative resources and is available to all senators, their staff and Senate Administration employees.	IntraSen	Site intranet qui présente les ressources administratives et qui peut être consulté par tous les sénateurs, les membres de leur personnel et les employés de l'Administration du Sénat.
Lease (Bail)	A contractual agreement between a lessor and a lessee that gives the lessee the right to use specific property owned by the lessor for a specific period of time, in return for periodic cash payments.	Bail (Lease)	Contrat entre un propriétaire et un locataire qui accorde à ce dernier le droit d'usage d'un bien précis pour une période de temps donnée, moyennant une rétribution monétaire sur une base périodique.



Leave Balance <i>(Solde de vacances)</i>	The total number of earned but unused leave hours.	Solde de vacances <i>(Leave Balance)</i>	Nombre total de jours de congé acquis, mais non utilisés.
Living Expenses Budget <i>(Budget pour frais de subsistance)</i>	The budget used to fund accommodation and per diem expenses of senators who reside outside the Parliamentary District, for their stays in the Parliamentary District related to their parliamentary functions.	Budget pour frais de subsistance <i>(Living Expenses Budget)</i>	Budget utilisé pour couvrir les frais d'hébergement et les dépenses journalières des sénateurs qui résident à l'extérieur de la Région du Parlement, lorsqu'ils séjournent dans la Région du Parlement aux fins de leurs fonctions parlementaires.
Misconduct <i>(Inconduite)</i>	A behaviour, action or inaction, such as a breach of rules or standards of conduct, constituting grounds for discipline.	Inconduite <i>(Misconduct)</i>	Comportement, action ou inaction, tel un manquement aux règlements ou aux normes de conduite, pouvant donner lieu à des mesures disciplinaires.
Mobile Assets <i>(Biens mobiles)</i>	Equipment not assigned to a specific location and generally for use in transit. Such items may include cellular telephones, BlackBerrys, tablets and lap top computers, cameras, voice recorders, encrypted USB, etc.	Biens mobiles <i>(Mobile Assets)</i>	Équipement non-affecté à un lieu spécifique et généralement utilisé en transit. Ces articles peuvent inclure des téléphones cellulaires, des BlackBerry, des tablettes et des ordinateurs portables, des caméras, des enregistreurs de voix, des clés USB cryptées, etc.
National Trip <i>(Déplacement au pays)</i>	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.	Déplacement au pays <i>(National Trip)</i>	Déplacement effectué à l'intérieur du Canada dont le lieu de départ et/ou d'arrivée est à l'extérieur de la province ou du territoire que représente un sénateur, mais excluant un Voyage régulier lié aux fonctions parlementaires.
New Senator <i>(Nouveau sénateur)</i>	A person appointed to the Senate as a senator within a current fiscal year.	Nouveau sénateur <i>(New Senator)</i>	Une personne nommée au Sénat en tant que sénateur durant l'exercice financier courant.



Office Budget (Budget de bureau)	The public funds allocated to a senator for the exclusive purpose of funding office and personnel expenses that will enable the senator to fulfill parliamentary functions. It is a fixed amount determined annually by the CIBA.	Budget de bureau (Office Budget)	Fonds publics fournis au sénateur dans le but exclusif de financer son bureau et de payer son personnel afin d'exercer ses fonctions parlementaires. Il s'agit d'un montant fixe déterminé annuellement par le CIBA.
Office Portal (Portail de bureau)	The Office Portal, located on the IntraSen, is a collection of on-line resources and tools intended to assist senators and their staff with routine administrative and management tasks. It includes processes, procedures and other relevant information that is intended to complement the Senate Policy Suite.	Portail de bureau (Office Portal)	Le Portail de bureau, offert dans IntraSen, consiste en un ensemble de ressources et d'outils en ligne conçus pour aider les sénateurs et leur personnel à effectuer des tâches administratives et de gestion courantes. Il contient des processus, des procédures et d'autres renseignements utiles qui complètent les politiques du Sénat.
Official Business (Engagement officiel)	Public business that has been authorized by the Senate or a committee of the Senate or requested in writing by a Minister of the Crown.	Engagement officiel (Official Business)	Engagements publics autorisés par le Sénat ou un de ses comités, ou demandés par écrit par un ministre.
Other Travel (Autre déplacement)	All travel undertaken under the Travel Points System excluding Regular Senate Business Travel. This category is used for the public reporting of senators' expenses.	Autre déplacement (Other Travel)	Déplacements effectués dans le cadre du système des points de déplacement, à l'exception des déplacements réguliers liés aux fonctions parlementaires. Cette catégorie est utilisée pour la divulgation publique des dépenses des sénateurs.
Parliamentary District (Région du Parlement)	The area within 100 kilometres in any direction of Parliament Hill.	Région du Parlement (Parliamentary District)	Région située dans un rayon de 100 kilomètres du Parlement.
Parliamentary District Accommodation (Logement dans la Région du Parlement)	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 within the Parliamentary District.	Logement dans la Région du Parlement (Parliamentary District Accommodation)	Logement situé dans un rayon de 100 kilomètres de la Colline du Parlement, qui n'est pas la résidence provinciale/territoriale d'un sénateur et que le sénateur occupe afin de s'acquitter de ses fonctions parlementaires dans la Région du Parlement.



Parliamentary Function (Fonctions parlementaires)	Duties and activities related to the role of a senator or the Senate and its proceedings, wherever performed, and may include public and official business whether or not performed in a partisan manner, but does not include activities related to: <ul style="list-style-type: none">a) the election of a member of the House of Commons during an election under the <i>Canada Elections Act</i>;b) supporting or opposing a political party or an individual candidate in the context of a federal, provincial, territorial or municipal election, or any other local election;c) a meeting of an electoral district association, as defined in the <i>Canada Elections Act</i>, and that is carried out for nomination or electoral purposes or that relates to soliciting contributions or membership; ord) the private business interests of a senator or a member of a senator's family or household.	Fonctions parlementaires (Parliamentary Function)	Responsabilités et activités se rattachant au rôle du sénateur ou au Sénat et à ses travaux, où qu'elles soient exercées, ce qui peut comprendre les engagements publics et officiels exécutés ou non de manière partisane. Ne sont pas comprises parmi les fonctions parlementaires : <ul style="list-style-type: none">a) les activités liées à l'élection d'un député à la Chambre des communes sous le régime de la <i>Loi électorale du Canada</i>;b) les activités visant à appuyer ou à critiquer, dans le cadre d'une élection fédérale, provinciale, territoriale ou municipale ou d'un autre type d'élection locale, un parti politique ou un candidat;c) les activités liées à des réunions d'associations de circonscription, au sens de la <i>Loi électorale du Canada</i>, au cours desquelles il est question d'investitures ou d'élections, ainsi que les activités liées à la sollicitation de contributions ou d'adhésions; oud) les intérêts commerciaux privés d'un sénateur ou d'un membre de sa famille ou de son ménage.
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Parliamentary Precinct <i>(Cité parlementaire)</i>	All premises occupied by the Senate, House of Commons and Library of Parliament.	Cité parlementaire <i>(Parliamentary Precinct)</i>	Tous les locaux occupés par le Sénat, la Chambre des communes et la Bibliothèque du Parlement.
Per Diem <i>(Indemnité journalière)</i>	An allowance for meals and incidentals in accordance with the rates specified by the CIBA.	Indemnité journalière <i>(Per diem)</i>	Allocation pour les repas et les faux frais en conformité avec les taux fixés par le CIBA.
Performance Review <i>(Examen de rendement)</i>	An annual and as-required discussion between a senator and staff that provides clarity of work expectations, reinforces achievements, and provides greater understanding of areas that need improvement.	Examen du rendement <i>(Performance Review)</i>	Discussion annuelle et ponctuelle entre un sénateur et son personnel pour clarifier les attentes en matière de travail, souligner les réalisations et bien expliquer les points à améliorer.
Personal Property <i>(Bien personnel)</i>	Items that are located on Senate property which are clearly identified as personal, belonging to a senator, staff or a Senate employee.	Bien personnel <i>(Personal Property)</i>	Article qui se trouve dans des locaux du Sénat, et dont l'appartenance à un sénateur, un membre de son personnel ou un employé du Sénat est clairement établie.
Persons with Disabilities <i>(Personnes handicapées)</i>	Individuals who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who: <ul style="list-style-type: none"> consider themselves to be disadvantaged in employment by reason of that impairment; or believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. <p>This definition also includes persons whose functional limitations owing to their</p>	Personnes handicapées <i>(Persons with Disabilities)</i>	Personnes ayant une déficience durable ou récurrente soit de leurs capacités physiques, mentales ou sensorielles, soit d'ordre psychiatrique ou en matière d'apprentissage et : <ul style="list-style-type: none"> qui considèrent qu'elles sont désavantagées pour exercer un emploi en raison de leur déficience; ou qui pensent qu'elles risquent d'être perçues comme étant désavantagées par leur employeur ou par d'éventuels employeurs en raison d'une telle déficience. <p>La définition vise aussi les personnes dont les</p>



	impairment have been accommodated in their current job or workplace.		limitations fonctionnelles liées à leur déficience font l'objet de mesures d'adaptation pour leur emploi ou dans leur lieu de travail.
Position (Poste)	Job category that is established by the CIBA and is associated with a specific job description, competency profile and pay scale.	Poste (Position)	Catégorie d'emploi établie par le CIBA et associée à une description d'emploi, un profil des compétences et une échelle salariale.
Primary Purpose (Raison principale)	Of, or having to do with the main objective or principle. The main reason for which something is done.	Raison principale (Primary Purpose)	Motif relatif à l'objectif ou au principe essentiel. Motif principal pour lequel une chose est accomplie.
Principal Residence (Résidence principale)	A residence, other than a seasonal or recreational dwelling or a recreational vehicle, a) that is ordinarily occupied by the senator and available for his or her use at all times; and b) the main purpose of which is not to generate income.	Résidence principale (Principal Residence)	Résidence, autre qu'une habitation saisonnière ou de loisir ou un véhicule de loisir, a) qu'occupe ordinairement le sénateur et qui est réservée à son usage en tout temps; et b) qui n'est pas utilisée principalement comme source de revenu.
Private Accommodation (Hébergement privé)	A private dwelling where the traveler does not normally reside.	Hébergement privé (Private Accommodation)	Logement privé où le voyageur ne réside pas habituellement.
Private Business (Affaires personnelles)	"Private business" includes any business which is not related to parliamentary functions, including but not limited to participation as a member of the board of directors of a company or of a charitable organization; meetings with clients, suppliers, or other stakeholders.	Affaires personnelles (Private Business)	Les « affaires personnelles » sont celles qui ne sont pas liées aux fonctions parlementaires, notamment la participation d'un sénateur au conseil d'administration d'une entreprise ou d'un organisme de bienfaisance; les réunions avec des clients, des fournisseurs et d'autres intervenants.



Procurement (Approvisionnement)	The process of obtaining goods and services from preparation and processing of a requisition through to receipt and approval of the invoice for payment.	Approvisionnement (Procurement)	Le processus d'obtention de biens et de services, depuis la préparation et le traitement d'une demande jusqu'à la réception et à l'approbation de la facture pour paiement.
Protocol Item (Article protocolaire)	An item, such as a wreath or ribbon, which is required by a senator to fulfill protocol requirements that are consistent with parliamentary functions.	Article protocolaire (Protocol Item)	Article, comme une couronne ou un ruban, dont le sénateur a besoin pour respecter le protocole associé à ses fonctions parlementaires.
Provincial Travel (Voyage provincial)	A one-way or round trip in which all departure and destination points are within the senator's province or territory.	Voyage provincial (Provincial Travel)	S'entend d'un aller simple ou d'un aller-retour dont tous les lieux de départ et d'arrivée se situent dans la province ou le territoire que représente le sénateur.
Provincial / Territorial Residence (Résidence provinciale / territoriale)	The home that a 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.	Résidence provinciale/ territoriale (Provincial/Territorial Residence)	Domicile qu'un sénateur a déclaré, à des fins administratives, comme étant sa résidence principale dans la province ou le territoire qu'il représente.
Public Accounts of Canada (Comptes publics du Canada)	The Public Accounts of Canada is the report of the Government of Canada prepared annually by the Receiver General, as required by section 64 of the <i>Financial Administration Act</i> . It covers the fiscal year of the Government, which ends on March 31.	Comptes publics du Canada (Public Accounts of Canada)	Les Comptes publics du Canada constituent le rapport du gouvernement du Canada préparé annuellement par le receveur général, comme l'exige l'article 64 de la <i>Loi sur la gestion des finances publiques</i> . Ce rapport couvre l'exercice du gouvernement se terminant le 31 mars.
Purchase Order (Bon de commande)	Official document between buyer and seller indicating types, quantities and agreed prices for goods and services from external vendors.	Bon de commande (Purchase Order)	Document officiel qui est établi entre un acheteur et un vendeur et qui indique les types, les quantités et les prix convenus de biens et de services de fournisseurs externes.



Spending Authority (Pouvoir de dépenser)	This authority is normally delegated to managers and designated subordinates to enable them to initiate expenditures against their own budgets. This encompasses authority for expenditure initiation and contract performance.	Pouvoir de dépenser (Spending Authority)	Pouvoir habituellement délégué à des gestionnaires et à des subalternes désignés pour leur permettre d'engager des dépenses à partir de leurs propres budgets. Il englobe à la fois le pouvoir d'engager des dépenses et le pouvoir d'attester l'exécution des marchés.
Receipt (Reçu)	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 claimant. This does include debit or credit card slips.	Reçu (Receipt)	Document original ou officiel d'un fournisseur, ou une copie certifiée du document, montrant la date et le montant de la dépense payé par le demandeur. Cela comprend les bordereaux de cartes de débit ou de crédit.
Refreshments (Collations)	Beverages and/or light snacks provided during a hospitality event that do not constitute a normal meal (i.e. breakfast, lunch or dinner).	Collations (Refreshments)	Boissons et en-cas offerts dans le cadre d'une activité d'accueil qui ne constituent pas un repas normal (c'est-à-dire un petit-déjeuner, un déjeuner ou un dîner).
Region (Région)	Three geographic parts of Canada, defined as: <ul style="list-style-type: none">• Atlantic Region, composed of the provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island• Central Region, composed of the provinces of Ontario and Quebec, including the Parliamentary District• North-Western Region, composed of the provinces of Alberta, British Columbia, Manitoba, Saskatchewan, as well as Nunavut, Yukon, and Northwest Territories.	Région (Region)	Trois parties géographiques du Canada, définies comme suit : <ul style="list-style-type: none">• la région de l'Atlantique comprenant les provinces du Nouveau-Brunswick, de Terre-Neuve-et-Labrador, de la Nouvelle-Écosse et de l'Île-du-Prince-Édouard;• la région du Canada central comprenant les provinces de l'Ontario et du Québec, y compris la Région du Parlement;• la région de l'Ouest et du Nord comprenant les provinces de l'Alberta, de la Colombie-Britannique, du Manitoba et de la Saskatchewan, ainsi que le Nunavut, le Yukon et les Territoires du Nord-Ouest.



Regional Office (Bureau régional)	Locations that are utilized in part in the performance of Senate-related work such as home offices and regional offices. This does not include locations used primarily for private business.	Bureau régional (Regional Office)	Locaux utilisés pour effectuer du travail lié aux activités du Sénat, comme les bureaux à domicile et les bureaux régionaux. Ils ne comprennent pas les lieux utilisés principalement pour les affaires personnelles.
Regional Travel (Voyage régional)	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.	Voyage régional (Regional Travel)	Aller simple ou aller-retour dont tous les lieux de départ et d'arrivée se situent à l'intérieur des limites de la région dans laquelle se situe la province ou le territoire que représente un sénateur.
Regular Senate Business Travel (Voyage régulier lié aux fonctions parlementaires)	All trips taken by senators, designated travellers, dependants and staff for itinerary starting and ending in Ottawa and the senator's province or territory, and also travel within the senator's province/territory.	Voyage régulier lié aux fonctions parlementaires (Regular Senate Business Travel)	Désigne tout voyage fait par les sénateurs, les voyageurs désignés, les personnes à charge et le personnel dont l'itinéraire a comme points de départ et de destination Ottawa et la résidence provinciale/territoriale du sénateur, ainsi que tout déplacement à l'intérieur de la province/territoire du sénateur.
Reliability Check (Vérification de fiabilité)	An examination of the trustworthiness and suitability of all employees to protect the employer's interests. It involves the following: <ul style="list-style-type: none"> • Verification of personal data; educational, professional and qualifications; employment data and references; • Criminal records names check (CRNC); • A declaration concerning any conviction for a criminal offence for which a pardon has not been granted. 	Vérification de fiabilité (Reliability Check)	Examen de la fiabilité des employés et de leur aptitude à protéger les intérêts de l'employeur. Il comprend les éléments suivants : <ul style="list-style-type: none"> • vérification des données personnelles, des études, des antécédents professionnels, des qualités, des données d'emploi et des références; • vérification nominale du casier judiciaire (VNCJ); • déclaration relative à toute condamnation criminelle n'ayant pas fait l'objet d'un pardon.
Replacement Value (Valeur de remplacement)	The amount that would need to be paid to replace an asset at the present time, according to its current worth.	Valeur de remplacement (Replacement Value)	Montant qui serait à payer pour remplacer un bien, à l'heure actuelle, selon sa valeur actuelle.



Resource (Ressource)	Staff paid by the Senate or public funds, property or services held or used by the Senate or under its authority.	Ressource (Resource)	Personnel rémunéré par le Sénat ou fonds, biens ou services publics détenus ou utilisés par le Sénat ou sous son autorité.
Secondment (Détachement)	A temporary move of an employee/staff between the Senate and a federal government organization at the same substantive salary, group and level, upon the conclusion of which the employee/staff generally returns to his or her position. Typically the host organization pays for salary and benefits for the duration of the secondment.	Détachement (Secondment)	Affectation temporaire d'un employé/membre du personnel du Sénat au même taux de rémunération, groupe et niveau dans une autre organisation du gouvernement fédéral au terme de laquelle l'employé/membre du personnel réintègre normalement son poste. En général, l'organisation d'accueil paie le salaire et les avantages sociaux pendant la durée du détachement.
Senate Funds, Public Funds, or Funds (Fonds du Sénat, fonds publics ou fonds)	Public funds available for the service of the Senate, whether appropriated by Parliament or transferred from another government department.	Fonds du Sénat, fonds publics ou fonds (Senate Funds, Public Funds, or Funds)	Fonds publics destinés au fonctionnement du Sénat qui proviennent des crédits votés par le Parlement ou de transferts d'un ministère.
Senate Resources (Ressources du Sénat)	Senate resources include staff, funds, goods, services, assets, facilities and premises that are funded from the Senate's budget.	Ressources du Sénat (Senate Resources)	Les ressources du Sénat comprennent le personnel, les fonds, les biens, les services, les actifs, les installations et les locaux financés à partir du budget du Sénat.
Senators' Province/Territory (Province ou territoire d'un sénateur)	A senator's province or territory of appointment.	Province ou territoire d'un sénateur (Senators' Province/Territory)	La province ou le territoire que représente le sénateur.
Senators' Staff (Personnel des sénateurs)	Personnel, including volunteers, interns and students 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 or House Officer's budget.	Personnel des sénateurs (Senators' Staff)	Membres du personnel, y compris les bénévoles, stagiaires et étudiants embauchés par le Sénat pour aider un ou plusieurs sénateurs à s'acquitter de leurs fonctions parlementaires et dont la rémunération est payée par le budget de bureau des sénateurs ou le budget des agents supérieurs.



<p>Service Contract (<i>Contrat de service</i>)</p>	<p>An agreement between the Senate and an individual or firm for the provision of professional, consulting, or non-professional services under which every individual engaged is an independent contractor rather than an employee of the Senate and is thus not entitled to any deduction at source or any benefits except for the consideration explicitly stated in the contract.</p>	<p>Contrat de service (<i>Service Contract</i>)</p>	<p>Accord entre le Sénat et un particulier ou une firme pour la prestation de services professionnels, de services d'expert-conseil ou de services non professionnels en vertu duquel chaque particulier embauché est un entrepreneur indépendant plutôt qu'un employé du Sénat et, ainsi, n'est pas admissible à aucune déduction à la source ni à aucun avantage à l'exception de ce qui est explicitement précisé dans le contrat.</p>
<p>Session (<i>Session</i>)</p>	<p>The entire period of a session of Parliament from its commencement to its termination, and includes every day in the session, whether the Senate sits on or is adjourned over that day.</p>	<p>Session (<i>Session</i>)</p>	<p>La durée complète d'une session parlementaire depuis le début jusqu'à la fin, y compris les jours où le Sénat ne siège pas ou est ajourné.</p>
<p>Sole Source Contract (<i>Contrat à fournisseur unique</i>)</p>	<p>A contract awarded after soliciting and negotiating with only one source/vendor.</p>	<p>Contrat à fournisseur unique (<i>Sole Source Contract</i>)</p>	<p>Contrat attribué après avoir invité un seul fournisseur et négocié avec ce dernier.</p>
<p>Special Travel (<i>Déplacement spécial</i>)</p>	<p>Travel for senators, designated travelers and staff to any location in Canada to conduct parliamentary functions, with the exception of travel within their province or territory.</p>	<p>Déplacement spécial (<i>Special Travel</i>)</p>	<p>Déplacement effectué par les sénateurs, les voyageurs désignés et le personnel à tout endroit au Canada afin d'effectuer des fonctions parlementaires, à l'exception de tout déplacement au sein de leur province ou territoire.</p>
<p>Sponsored Travel (<i>Déplacement parrainé</i>)</p>	<p>Travel for which:</p> <ul style="list-style-type: none"> • travel costs of a senator or any guest exceed \$500; • costs are not paid personally by the senator or the guest; • travel costs are not paid through the programs for international and interparliamentary affairs of the Parliament of Canada, by the Senate, the 	<p>Déplacement parrainé (<i>Sponsored Travel</i>)</p>	<p>Déplacement pour lequel :</p> <ul style="list-style-type: none"> • les frais d'un sénateur ou d'un invité dépassent 500 \$; • les frais ne sont pas payés par le sénateur ou l'invité personnellement; • les frais ne sont pas imputés aux programmes pour les affaires internationales et interparlementaires du Parlement du Canada, au Sénat, au gouvernement du Canada ou au



	Government of Canada or the senator's political party.		parti politique du sénateur.
Staffing Action (Mesure de dotation)	Activities associated with the process of filling a position or set of duties.	Mesure de dotation (Staffing Action)	Activité relative au processus visant à pourvoir un poste ou affecter une personne à un ensemble de tâches.
Statement of Work (SOW) (Énoncé des travaux [EDT])	A written description of the end user's requirements in a Request for Proposal (RFP) or a contract that informs the potential contractor of what types of services need to be provided, when, and under what conditions.	Énoncé des travaux (EDT) (Statement of Work [SOW])	Description écrite des exigences fixées par l'utilisateur dans le cadre d'une demande de propositions (DDP) ou d'un contrat qui indique aux entrepreneurs possibles les genres de services à fournir, les échéances prescrites et les conditions applicables.
Steering Committee (Comité directeur)	The Subcommittee on Agenda and Procedure of the CIBA.	Comité directeur (Steering Committee)	Sous-comité du programme et de la procédure du CIBA.
Straight Time (Taux normal)	Established hourly rate of pay.	Taux normal (Straight Time)	Taux de rémunération horaire établi.
Surplus Asset (Bien excédentaire)	An asset for which it has been determined there is no current or future requirement.	Bien excédentaire (Surplus Asset)	Bien qui n'a pas d'utilité actuelle ou future.
Travel Points System (Système des points de déplacement)	The Travel Points System is in place to ensure that all senators have access to funding for travel expenses. The value of points is based on the duration and type of travel instead of a dollar amount so that senators who live far from the Parliamentary District are not penalized budget-wise for their higher travel expenses.	Système des points de déplacement (Travel Points System)	Le Système des points de déplacement permet à tous les sénateurs d'avoir accès à des fonds pour leurs déplacements. La valeur des points est fondée sur la durée et le type de déplacement plutôt que sur un montant de sorte que les sénateurs qui habitent loin de la Région du Parlement ne sont pas pénalisés en raison de leurs frais de déplacement plus élevés.



Travel Status (Situation de déplacement)	Travelers are considered to be on travel status when they are undertaking authorized Senate related travel that takes them at least 100 kilometers away from their provincial/territorial residence.	Situation de déplacement (Travel Status)	Les voyageurs sont considérés comme étant en situation de déplacement lorsqu'ils effectuent un déplacement pour le compte du Sénat qui les amène à au moins 100 km de leur résidence provinciale/territoriale.
Travel-Related Expenses (Frais de déplacement)	Costs associated with: <ul style="list-style-type: none"> • travel to and from airports or other business related transportation; • rental cars; and • travel fares (air, bus, marine or rail). 	Frais de déplacement (Travel-Related Expenses)	Coûts associés : <ul style="list-style-type: none"> • au transport pour se rendre à un aéroport ou en revenir, ou à un autre transport lié aux fonctions; • à la location de voiture; et • aux billets de transport (aérien, autobus, maritime ou train).
Two-Month Transition Period (Période de transition de deux mois)	The period allocated to senators to close out their Parliamentary Precinct office upon retirement, resignation or otherwise departing the Senate. This period will not exceed two months, beginning on the senator's Departure Date.	Période de transition de deux mois (Two-Month Transition Period)	Période accordée au sénateur pour quitter son bureau de la Cité parlementaire lorsqu'il prend sa retraite, qu'il démissionne ou qu'il quitte le Sénat pour toute autre raison. Cette période ne dépassera pas deux mois, à compter de la date de départ du sénateur.
Trip (Déplacement)	Travel taken in one direction by any means to a destination for parliamentary functions by the most direct route other than necessary layovers.	Déplacement (Trip)	Voyage dans une direction effectué par tout moyen de transport vers une destination dans le cadre de fonctions parlementaires. Il doit être le plus direct possible, et aucun repos en escale autre que ceux nécessaires ne doit être fait.
Volunteer (Bénévole)	Any person who provides Senate-related services without remuneration from any source.	Bénévole (Volunteer)	Quiconque fournit des services liés au Sénat sans recevoir de rémunération d'une quelconque source.
Wireless Devices (Appareils sans fil)	A wireless device can refer to any kind of communications equipment that does not require a physical wire for relaying information to another device.	Appareils sans fil (Wireless Devices)	Équipement de communication qui ne nécessite pas une connexion physique pour communiquer de l'information à un autre appareil.



Working Meal (Repas de travail)	Food and non-alcoholic beverages served at breakfast, lunch, dinner, a reception, or refreshments necessary for the effective conduct of business.	Repas de travail (Working Meal)	Aliments et boissons non alcoolisées servis au petit-déjeuner, au déjeuner, au dîner ou à une réception, ou rafraîchissements nécessaires à la bonne conduite des affaires.
Write-off (Radiation)	The complete removal of a controllable and capital asset from the accounting records and Asset Management Control System due to loss, theft or irreparable damage.	Radiation (Write-off)	Suppression complète d'une immobilisation contrôlable des registres comptables et du Système de contrôle de la gestion des biens en raison d'une perte, d'un vol ou d'un dommage irréparable.