



TRACKING # :

## Witness Expense Claim – Procedure and Guidelines

### Prior to Appearance

1. The witness must consult with the clerk of the committee to indicate their intention to claim expenses and/or to indicate if more than one witness per organization wishes to claim travel expenses<sup>1</sup>.
2. If the witness anticipates that they will incur expenses, they must review and comply with the procedures and [guidelines](#) below before making any travel arrangements or incurring expenses. Note that the travel claim should include only:
  - The most direct<sup>2</sup> and economical<sup>3</sup> mode of travel available between their residence/workplace and the location of the committee appearance;
  - The minimum number of nights' lodging required for the appearance. Only the room charge (up to a maximum amount of \$300 per night) plus applicable HST will be reimbursed<sup>4</sup>.
3. Before and during travel, the witness must keep copies of all receipts, invoices, and travel vouchers to submit with the claim form following the appearance. Please keep any boarding passes in case you are asked to include them with your claim.
4. If appearing by Zoom, the witness must review the [list of approved headsets](#) and confirm with the clerk of the committee if they have an approved headset or if they intend to purchase one.

### Mental Health and Accessibility

1. If the witness requires mental health support and/or counselling in relation to their appearance, some costs may be eligible for reimbursement<sup>5</sup>. Please consult with the clerk of the committee before incurring any expenses for more information.
2. If the witness requires exemptions to these guidelines for accessibility reasons, some costs may be eligible for reimbursement. Please consult with the clerk of the committee before incurring any additional expenses for more information.

### After Appearance

1. The witness will review and fill in the claim form. The deadline to submit the claim is 60 calendar days from the date of appearance. All claims beyond this limit may be denied. Improperly prepared claims without the witness' signature and/or not supported by documentation may be returned to the witness by the clerk of the committee, with reasons given for not processing the claim.
2. The claim must:
  - ✓ Be submitted using the attached witness expense claim form provided to each witness;
  - ✓ Be accompanied by all receipts, invoices, vouchers and/or travel boarding passes;
  - ✓ Clearly identify the date, type and purpose of the expense;
  - ✓ Contain the original or scanned signature of the witness.
3. The Senate accepts both scanned and original copies of the claim form and all receipts. Please consult the clerk of the committee for further clarification.
4. Once completed, the witness must send the signed claim form (pages 4 and 5) and all supporting documentation to the clerk of the committee by email or regular mail at the address below:



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

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

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

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

<sup>4</sup> In the case of Quebec hotel invoices, QST/GST on top of the \$300 maximum per night will also be reimbursed.

<sup>5</sup> Up to a maximum amount of \$500 per person, with receipts.



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## Witness Expense Guidelines

### 1.0. Transportation

- 1.1. **Travel by air, train and/or bus:** The receipt for ticket purchase demonstrating proof of payment must accompany the claim form if air, train or bus fare is claimed. The Senate reserves the right to ask the witness to provide copies of any boarding passes that were issued. Witnesses will be reimbursed up to a maximum of one return economy fare incurred for the most direct route of transportation between their place of residence/workplace and the location of the committee appearance.
- 1.2. **Travel by personal vehicle:** Rates are established by the Treasury Board of Canada. A map printout (e.g. Google Maps) must be attached to the claim form, indicating the start and end addresses and the number of kilometers claimed (not applicable for residents of the National Capital Region).
  - 1.2.1. **Kilometric rates<sup>6</sup>:** Refer to this section when completing the claim form (section B.1.). If travelling by car, as of July 1, 2024, the following rates (cents per kilometre, taxes included) established by the Treasury Board apply up to the maximum equivalent economy airfare: Alberta 54.0¢; British Columbia 58.5¢; Manitoba 54.0¢; New Brunswick 58.5¢; Newfoundland and Labrador 60.5¢; Northwest Territories 70.0¢; Nova Scotia 59.0¢; Nunavut 70.5¢; Ontario 60.5¢; Prince Edward Island 57.5¢; Quebec 58.0¢; Saskatchewan 54.5¢; and Yukon 70.5¢.
- 1.3. **Parking:** Parking charges with original receipts may be reimbursed (not applicable for residents of the National Capital Region).
- 1.4. **Taxis:** Reimbursement for taxis may be approved when supported by original receipts (not applicable for residents of the National Capital Region).

### 2.0. Accommodation

- 2.1. **Maximum room charge:** The minimum number of lodging nights required for the appearance of the witness will be reimbursed. Only the room charge (up to a maximum amount of \$300 per night plus applicable HST, or in the case of Quebec hotel invoices, applicable QST/GST) will be reimbursed. You must consult with the clerk of the committee before claiming any additional lodging nights. Room service and other expenses that are of a personal nature will not be reimbursed. You must request the government rate at the time of booking your [hotel](#).
- 2.2. **Other expenses:** If a witness requests reimbursement for other expenses not included on this form, a written explanation must accompany the claim form explaining why such services were required for the witness' appearance before the committee.

### 3.0 Meals and Incidentals

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

<sup>6</sup> The kilometric rates (cents per kilometre) by province/territory, as established by the Treasury Board of Canada Secretariat, are available at: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>



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

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

#### 4.0. Headset

- 4.1. **Headset eligibility:** If the witness does not have an approved headset, they must purchase a model from the [List of Approved Headsets](#) before their appearance. The witness may submit a claim for reimbursement with proof of purchase to the clerk after their appearance (up to a maximum amount of \$250 per headset before taxes and shipping).

#### 5.0. Mental health support and counselling

- 5.1 If a witness requires mental health support or other culturally appropriate counselling (i.e., Elders) in relation to their testimony, they may claim up to \$500 per witness. A receipt for the provided service or counselling must be submitted with the claim. Please consult with the clerk of the committee before incurring any expenses for more information.



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### Witness Expense Claim Form

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

A. Witness Reimbursement Information					
Committee	<Select a committee>		Date of appearance		
Name of witness			Organization		
Telephone			Email address		
Reimbursement payable to			Method of payment	<input type="checkbox"/> Cheque	<input type="checkbox"/> Direct Deposit
Address					
B. Expenses					
<b>1. Transportation</b> (ensure that copies of any receipts for purchase and supporting documentation are attached)					<b>Amount claimed</b>
<input type="checkbox"/> Air	<input type="checkbox"/> Train	<input type="checkbox"/> Bus			
<input type="checkbox"/> Private vehicle <sup>7</sup> (refer to page 2, section 1.2.1.)				# km:	
<input type="checkbox"/> Parking fees and/or toll fees					
<input type="checkbox"/> Taxis, shuttles and/or ferries					
<input type="checkbox"/> Other (please specify)					
<b>2. Accommodation</b>					<b>Amount claimed</b>
<input type="checkbox"/> Hotel <sup>8</sup> (ensure that receipt is attached)					
<input type="checkbox"/> Private non-commercial (\$50 reimbursement per night)					
<b>3. Meals and Incidentals</b> (receipts not required, but please review section 3.2)					<b>Total amount claimed for meals and incidentals</b>
Per diem	Date(s)	Number	Rate	Total	
Breakfast					
Lunch					
Dinner					
Incidental					
<b>4. Headset</b>					<b>Amount claimed</b>
<input type="checkbox"/> <a href="#">Approved Headset</a> (ensure that receipt is attached)					
<b>5. Mental health support and counselling (for internal use: 8310)</b>					<b>Amount claimed</b>
<input type="checkbox"/> Therapist or other culturally appropriate counselling (ensure that receipt is attached)					
<b>6. Other - please specify</b> (requires prior authorization by the clerk of the committee)					<b>Amount claimed</b>
<b>Total of expenses claimed</b>					
<b>Additional information</b> (if applicable)					

**Clear Form**

<sup>7</sup> Ensure that a map printout (e.g. Google Maps) is attached indicating the start and end addresses and the number of kilometers claimed. Current kilometric rates by province/territory are available above on page 2 under section 1.2.1. as well as at: <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>.

<sup>8</sup> The least number of nights' accommodation required for the appearance of the witness will be reimbursed. Only the room charge (up to a maximum of \$300 per night plus applicable HST, or for Quebec hotel invoices, QST/GST) will be reimbursed.



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**C. Witness Certification**

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

Signature of witness		Date	

**D. Direct Deposit Authorization**

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

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

Signature of witness		Date	

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

Certified pursuant to Rule 12-25 of the *Rules of the Senate* that the witness appeared before the committee by invitation or summons.

Signature of Chair or Clerk of the Committee	Date

Committee Reference Number:  
Order of Reference (Number of bill or special study reference):

Date received by clerk		Date sent to Finance	
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Notes