



Ministerial Expense Reimbursement Policies

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Executive Council

MINISTERIAL EXPENSE REIMBURSEMENT POLICIES

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1.0 ACCOMMODATION

1.1 Policy Statement

Ministers on travel status, where overnight accommodation is required, may stay in a temporary accommodation, or where the Minister chooses, in private accommodation. In some unique circumstances, the type, standard and cost of temporary accommodation may be reflective of the nature of the Ministerial duties while on travel status, for example where the accommodation is the only facility available in proximity of a meeting location.

Ministers are responsible for ensuring accommodation reimbursement is claimed from only one source as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
When overnight travel is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When overnight travel is related to constituency business pursuant to the Members' Resources and Allowances Rules.

1.2 Definitions

Permanent residence: The place that a Minister declares in an affidavit to the Speaker of the House of Assembly is (i) the place where a Minister in fact resides on a settled basis with his or her family, or (ii) where there is no single place where the Minister resides on a settled basis, the place that the Minister otherwise regards as his or her permanent residence, and does not include a seasonal or recreational dwelling or cabin.

Private accommodation: Accommodation arrangements made by a Minister in lieu of staying in temporary accommodation.

Temporary accommodation: Short-term, temporary or transient accommodation such as a hotel, motel, bed and breakfast or boarding house.

Overnight travel status: The overnight absence of a Minister from his or her headquarters on Ministerial/Departmental business.

Travel status: The absence of a Minister from his or her headquarters on Ministerial/Departmental business.

Capital region: The area encompassing the following electoral districts as described and delineated in the *House of Assembly Act* as follows: (i) Cape St. Francis, (ii) Conception Bay

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East & Bell Island, (iii) Conception Bay South, (iv) Kilbride, (v) Mount Pearl, (vi) Ferryland (North of Witless Bay Line), (vii) St. John's Centre, (viii) St. John's East, (ix) St. John's North, (x) St. John's South, (xi) St. John's West, (xii) Signal Hill-Quidi Vidi, (xiii) Topsail, (xiv) Virginia Waters, and (xv) Waterford Valley.

Headquarters: The actual building or other place that the Minister uses as a base of operations as deemed by Government.

Headquarters Area: An area within a radius of 60 kilometres of the Minister's headquarters.

Commuting Distance: Sixty (60) kilometres or less.

1.3 Responsibilities

Minister

It is the responsibility of Ministers to:

- provide to the Department a copy of the affidavit presented to the Speaker of the House of Assembly in which the Minister declares the location of their permanent residence;
- claim overnight travel related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy;
- provide justification of temporary accommodation rates in excess of the rate for a standard room. For example, through the provision of an explanation as to why the particular temporary accommodation was required for overnight purposes rather than a less expensive alternative – such as corresponding with a specific meeting location/venue;
- ensure that advantage is taken of any special discounts or rates afforded to government employees; and
- claim overnight travel related to constituency business pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of individual departments to:

- forward a copy of the affidavit in which the Minister declares the location of their permanent residence to the Comptroller General's Office; and
- approve the justification of temporary accommodation rates in excess of the rate for a standard room.

**1.4 Accommodation Reimbursement Policy
While on Ministerial/Departmental Travel Status**

1.4.1 Travel within Newfoundland and Labrador

Where a Minister is on overnight travel status, and is conducting Ministerial/Departmental business, the Minister may claim reimbursement from the Departmental vote, as follows:

- A Minister who maintains a permanent residence within commuting distance of the travel destination is not entitled to claim for accommodation.
- For the actual cost of temporary accommodation, with detailed original receipts indicating proof of payment, per night actually occupied by the Minister. Economy is expected when booking temporary accommodation; or
- Ministers may make arrangements for private accommodation and will be reimbursed, without receipt, per night actually occupied by the Minister pursuant to the rates established via **TBM 99-165**. In Newfoundland the rate is \$53 CAD per night and in Labrador \$71 CAD per night.
- When conducting Ministerial/Departmental business at a headquarters located outside the capital region that coincides with his or her permanent residence the Minister is not entitled to claim accommodation reimbursement. (**MC 2006-0540** refers)

1.4.2 Travel outside of Newfoundland and Labrador

Where a Minister is on overnight travel status outside of Newfoundland and Labrador to conduct Ministerial/Departmental business, the Minister may claim reimbursement from the Departmental vote as follows:

- For the actual cost of temporary accommodation, with detailed original receipts indicating proof of payment; or
- Ministers may make arrangements for private accommodation and will be reimbursed, without receipt, per night actually occupied by the Minister pursuant to the rates established via **TBM 99-165**. Rates are outlined in the table below.

Location	Reimbursement Rate
Within Canada	\$71 CAD per night
Within the United States	\$71 USD per night
International	\$84 CAD per night

2.0 AUTOMOBILE REIMBURSEMENT

A Minister may choose only one of the following reimbursement methods:

- (i) **Automobile Allowance; or**
- (ii) **Reimbursement Based on Mileage Claims**

The chosen reimbursement mechanism will be effective for the duration of the fiscal year. Should a Minister wish to adopt the alternate reimbursement mechanism, such a decision should only be made prior to March 31 for implementation in the following fiscal year,

Option A: Automobile Allowance

2.1 Policy Statement

Ministers are entitled to an automobile allowance as outlined in this policy.

Claims based on mileage are not eligible for reimbursement.

2.2 Definitions

<i>Automobile Allowance</i>	An \$8,000 per year allowance paid to Cabinet Ministers.
<i>Consumable Liquids</i>	Includes gas, oil, windshield washer fluid, brake fluid, and related expenses.
<i>Related Expenses</i>	Expenses directly related to consumable liquids, such as labour costs for completing an oil change. These expenses do NOT include expenses for other forms of maintenance, tire installation, or additional expenses.

2.3 Responsibilities

Minister

It is the responsibility of Ministers to:

- claim expenses related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy; and
- provide original detailed receipts indicating proof of payment for reimbursement under this policy.

Department

It is the responsibility of individual departments to:

- ensure the Minister's automobile allowance, fuel expenses, consumable liquids and related expenses are submitted to payroll for payment on payroll cheques rather than General Account Cheques.

2.4 General

The automobile allowance is \$8,000 per year, prorated for the portion of the fiscal year for which the Minister serves in Cabinet (based on **MC 90-1135**).

Ministers will be reimbursed fuel expenses, consumable liquids and related expenses incurred while traveling on government business. Detailed original receipts indicating proof of payment must be provided.

Ministers receive the automobile allowance as a bi-weekly payment that coincides with the usual pay cycle.

The automobile allowance, fuel expenses, consumable liquids and related expenses will be issued on payroll cheques rather than General Account Cheques and is taxable in accordance with Canada Revenue Agency requirements.

Claims based on mileage are not eligible for reimbursement.

Vehicle repairs, tires, etc. are not eligible for reimbursement.

Ministers with multiple departmental assignments, where the headquarters of one of more assigned departments is located outside the capital region, are entitled to receive one car allowance (**MC 2006-0540** refers).

2.5 Discontinuance of the Automobile Allowance

Ministers who leave office for any reason shall retain their entitlement for a period of 3 months following the date of departure. The Minister shall repay the balance of money received during the fiscal year prorated for the period following the expiration of his or her entitlement.

2.6 Claiming Automobile Travel Expenses

The automobile allowance is provided for the purposes of ground travel. Ministers may not claim for automobile storage, traffic violations, repairs or towing.

2.7 Rental Vehicles

Reimbursement, with detailed original receipt indicating proof of payment, for a rental vehicle is provided where the rental is preceded by air travel outside the capital region.

Where the automobile allowance is the chosen mechanism of reimbursement, vehicle rentals within, or originating from, the capital region are eligible for reimbursement under occasional and reasonable circumstances only. Prior approval of the Premier's Chief of Staff is required. Examples of situations which may be eligible for reimbursement include where it can be demonstrated that the use of a rental vehicle is more practical and/or economical than scheduled non-business class airfare.

Long-term rentals (in excess of five days) are not eligible for reimbursement unless prior authorization from the Chief of Staff is received.

Rental vehicle expenses are not eligible for reimbursement from the Ministerial/Departmental vote when within commuting distance of the Minister's permanent residence or within the Minister's constituency. Please note that the Members' Resources and Allowances rules would apply for vehicle rental within a Minister's constituency for constituency-related business.

2.8 Use of Taxis

Reimbursement for taxi expenses within the capital region and the Minister's constituency is limited. For example: travel to or from an airport, to an official business meeting in an area where parking may be an issue and in extenuating circumstances.

Where the trip is billed directly to the department, Ministers may use a taxi chit. Detailed original receipts indicating proof of payment are required for reimbursement of all other taxi charges.

Option B: Automobile Expense Reimbursement Based on Mileage Claimed

2.9 Policy Statement

Ministers are entitled to be reimbursed for travel via private vehicle related to Ministerial/Departmental business as outlined in this policy.

Ministers are responsible for ensuring mileage is claimed from only one source as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
When travel is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When travel is related to constituency business pursuant to the Members' Resources and Allowances Rules.

2.10 Responsibilities

Minister

It is the responsibility of Ministers to:

- maintain one vehicle travel log and complete separate detailed original Vehicle Usage Reports for constituency-related and Ministerial/Departmental related claims;
- claim expenses related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy;
- claim expenses related to constituency business pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of individual departments to:

- ensure that mileage expenses are claimed as per the provisions of this policy.

2.11 General

Where a Minister (regardless of where their constituency or permanent residence is located) travels by his or her own vehicle on Ministerial/Departmental business, he or she may claim reimbursement from the Departmental vote as follows:

for the number of kilometres reasonably necessary to accomplish the travel objectives multiplied by the rates payable to government employees who are required to use private vehicles as a condition of employment (i.e.: the two-tiered rate).

Fuel expenses, consumable liquids and related expenses incurred while traveling on government business are not eligible for reimbursement.

A Minister who chooses reimbursement based on mileage claimed is not entitled to the \$8,000 annual automobile allowance.

2.12 Travel Log

Where a Minister travels by his or her own vehicle, he or she shall at all times maintain a vehicle travel log in which he or she shall record the dates and destinations of a trip, including the number of kilometres actually and reasonably traveled in connection with the trip. When claiming reimbursement for the use of private automobiles, Ministers must complete a detailed original Private Vehicle Usage report for each expense claim. The Private Vehicle Usage report must be attached to the Travel Expense Claim (constituency and Department expense claims).

The distance traveled to reach individual travel destinations should approximate distances calculated by the Newfoundland and Labrador Road Distance Database (<http://www.stats.gov.nl.ca/DataTools/RoadDB/>).

2.13 Claiming Automobile Travel Expenses

Ministers may not claim for automobile storage, traffic violations, repairs or towing while on government business.

2.14 Rental Vehicles

Reimbursement for rental vehicles may be provided with the provision of detailed original receipts indicating proof of payment.

Long-term rentals (in excess of five days) are not eligible for reimbursement unless prior authorization from the Chief of Staff is received.

Rental vehicle expenses are not eligible for reimbursement from the Ministerial/Departmental vote when within commuting distance of the Minister's permanent residence or within the Minister's constituency. Please note that the Members' Resources and Allowances rules would apply for vehicle rental within a Minister's constituency for constituency-related business.

2.15 Use of Taxis

Reimbursement for taxi expenses within the capital region and the Minister's constituency is limited. For example: travel to or from an airport, to an official business meeting where parking may be an issue, and in extenuating circumstances.

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Where the trip is billed directly to the department, Ministers may use a taxi chit. Detailed original receipts indicating proof of payment are required for reimbursement of all other taxi charges.

3.0 CORPORATE CHARGE CARD

3.1 Policy Statement

Government's corporate charge card is available to all Ministers who travel frequently on Ministerial/Departmental business. This card may be used for the purchase of airline tickets (or other modes of transportation), car rentals, temporary accommodation and food. The corporate charge card carries a number of additional benefits that are free of charge, such as Travel Accident Insurance and collision damage waivers on rental vehicles. This benefit is in addition to other personal or government-provided insurance that cardholders may have. [TBM 2000-073 refers]

Ministers are responsible for ensuring the corporate charge card is used only for intended business purposes.

3.2 Definitions

Corporate Charge Card A charge card issued to Ministers to provide a means to pay for most expenses incurred while traveling on Ministerial/Departmental business.

Subrogation Agreement An agreement between cardholder and the employer, allowing the employer to recover monies for seriously delinquent accounts from cardholders travel claims and/or pay cheques.

3.3 Responsibilities

Minister

It is the responsibility of the Ministers to:

- use the card only for official business purposes;
- complete a Corporate Account Supplementary Card Application and sign a subrogation agreement with the employer;
- safeguard the corporate card by immediately signing new cards and destroying old cards; and
- ensure that the card is paid in full upon receipt of the monthly statement.

Department

It is the responsibility of the individual departments to:

- ensure that Ministers who travel frequently on Ministerial/Departmental business are aware that they may apply for and use the corporate charge card;
- notify the Charge Card Coordinator when a Minister terminates employment or transfers to another department; and
- take the appropriate action to ensure that any delinquent accounts are brought up to date.

3.4 Using the Corporate Charge Card

The corporate charge card is issued for a 2 (two) year period. Renewal cards will not be issued where cards have been inactive for the previous year.

Cardholders should remit payment in full upon receipt of statement. American Express has agreed, however, that delinquent charges will not be assessed to the cardholder's account provided full payment is received on or before the 59th day from the original statement date. Corporate charge cards may be canceled without notice when payment is 75 days overdue.

Ministers whose corporate charge cards are lost or stolen should notify American Express immediately at the following toll free numbers: 1-800-268-9824 or 1-800-668-2639.

Ministers who travel on a frequent and regular basis should use the corporate charge card. Where Ministers use their personal credit cards for travel on Ministerial/Departmental business, they can not claim any extra costs incurred.

The corporate charge card automatically provides collision damage waivers on rental vehicles (subject to criterion – available upon request), free of charge. Where a Minister has access to a corporate charge card which reduces or eliminates Government's liability for collision damage to rental vehicles, such cards should be used.

4.0 ENTERTAINMENT EXPENSES

4.1 Policy Statement

Ministers who incur expenses when entertaining persons with whom Government conducts business (from the Ministerial/Departmental perspective) will be reimbursed entertainment expenses from the Departmental vote as outlined in this policy. Detailed original receipts indicating proof of payment must be provided for all entertainment expenses.

Ministers are responsible for ensuring entertainment expenses are claimed from only one source as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
When entertainment is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When entertainment is related to constituency business pursuant to the Members' Resources and Allowances Rules.

4.2 Definitions

Entertainment The provision of food, drink, and/or other forms of hospitality (i.e.: musical entertainment, tours, etc.) to persons with whom Government business is being conducted.

4.3 Responsibilities

Minister

It is the responsibility of Ministers to:

- ensure entertainment expenses are in keeping with the mandate of the department;
- claim entertainment expenses related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy;
- ensure that entertainment expenses to be incurred are in accordance with this policy;
- refer, where required, requests for entertainment expenses to the Department for referral to Treasury Board;
- ensure the purchase of alcoholic beverages is appropriate to the occasion, moderate and reasonable;
- claim expenses associated with working lunches/dinners attended solely by Government of Newfoundland and Labrador employees to the Departmental Supplies vote;
- submit detailed original receipts indicating proof of payment for all entertainment expenses; and
- claim entertainment expenses related to constituency business pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of individual departments to:

- refer, where required, requests for entertainment expenses to Treasury Board;
- ensure expenses associated with working lunches/dinners attended solely by Government of Newfoundland and Labrador employees are claimed to the Departmental Supplies vote; and
- ensure entertainment expenses are in keeping with the mandate of the department.

4.4 Entertainment Expenses

Entertainment expenses are applicable to the provision of food, drink, and/or other forms of hospitality (i.e.: musical entertainment, tours, etc.) to persons with whom government business is being conducted. [based on **MC 97-0410**]

Expenses associated with working lunches/dinners attended solely by Government of Newfoundland and Labrador employees must be claimed to Departmental Supplies.

The purchase of alcoholic beverages is limited to circumstances where it is appropriate to the occasion, and must be moderate and reasonable.

Meal per diems must not be claimed where an entertainment expense is being claimed for that particular meal. Where eligible pursuant to the Meal Rates policy, the Minister may claim a prorated meal per diem as appropriate for the other meals on that particular day.

4.5 Entertainment Expense Limits

Ministers may claim for entertainment expenses, within or outside the province, up to \$500 daily (including taxes and gratuities) with the provision of detailed original receipts indicating proof of payment. Claims for entertainment expenses in excess of the \$500 daily limit require the approval of Treasury Board. [**MC 97-0410** refers]

4.6 Submission of Entertainment Expenses

Entertainment expenses must be submitted on a separate travel claim form and must indicate the nature of the entertainment (i.e., luncheon, dinner, etc.) and the number of persons involved.

5.0 MEAL RATES POLICY

5.1 Policy Statement

Ministers will be reimbursed for meals purchased as per this policy.

Ministers are responsible for ensuring meals are claimed from only one source as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
When travel is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When travel is related to constituency business pursuant to the Members' Resources and Allowances Rules.

5.2 Definitions

Headquarters: The actual building or other place that the Minister uses as a base of operations as deemed by Government.

Headquarters Area: An area within a radius of 60 kilometres from the Minister's place of work.

Travel Status: The absence of a Minister from the capital region or headquarters on Ministerial/departmental business.

5.3 Responsibilities

Minister

It is the responsibility of Ministers to:

- submit claims for meals in a timely manner;
- claim meals related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy; and
- claim meals related to constituency business pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of individual departments to:

- monitor the cost of meals claimed to the Departmental vote.

5.4 Meal Reimbursement Policy - While on Ministerial/Departmental Travel Status

Ministers will claim a pro-rated meal allowance for part days that qualify under the meal rates policy.

Ministers may claim for breakfast when they begin travel status 2 (two) hours or more prior to the beginning of their regular work day.

Ministers may claim for dinner when they are unable to return to headquarters or place of residence until at least 2 (two) hours after the end of their regularly scheduled work day.

Ministers may not claim for meals, while on travel status, where the cost of meals is included as part of another reimbursable item or included as part of an official function.

Meal per diems must not be claimed where an entertainment expense is being claimed for that particular meal. Where eligible pursuant to the Meal Rates policy, the Minister may claim a prorated meal per diem as appropriate for the other meals on that particular day.

When conducting Ministerial/Departmental business at a headquarters, located outside the capital region that coincides with his or her permanent residence the Minister is not entitled to claim per diem meal reimbursement. However, Ministerial/Departmental business-related meal expenses may be claimed from the Departmental vote with the provision of detailed original receipts indicating proof of payment. [MC 2006-0540 refers]

5.4.1 Travel within Newfoundland and Labrador

Where a Minister is on travel status, and is conducting Ministerial/Departmental business, the Minister may claim reimbursement, pursuant to the rates established via **TBM 99-165**, from the Departmental vote as follows:

Breakfast	Lunch	Dinner	Total
\$10.00 CAD	\$15.00 CAD	\$25.00 CAD	\$50.00 CAD

5.4.2 Travel outside of Newfoundland and Labrador

Where a Minister is on travel status outside of Newfoundland and Labrador to conduct Ministerial/Departmental business, the Minister may claim reimbursement, pursuant to the rates established via **TBM 99-165**, from the Departmental vote as follows:

	Breakfast	Lunch	Dinner	Total
Canada (\$CAD)	\$11.00	\$16.50	\$27.50	\$55.00
USA (\$USD)	\$11.00	\$16.50	\$27.50	\$55.00
International (\$CAD)	\$12.00	\$18.00	\$30.00	\$60.00

Special per diem allowances for meals for foreign travel may be used where the cost of meals is known to be high. In applying this policy, Ministers may reference, as a guide, the meal rates as set out in the Federal Treasury Board Travel Directive (Appendix D: Allowances, Module 4).

http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/d_e.asp

6.0 MISCELLANEOUS EXPENSES

6.1 Policy Statement

Ministers on Ministerial/Departmental travel status may claim miscellaneous expenses from the Departmental vote as outlined in this policy.

[Based on **TBM 99-106**].

Ministers are responsible for ensuring miscellaneous expenses are claimed from only one source as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
When travel is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When travel is related to constituency business pursuant to the Members' Resources and Allowances Rules.

6.2 Definitions

<i>Incidental Expenses</i>	Those expenses (such as laundry, valet or various sundry items, etc.) incurred by Ministers on overnight travel status.
<i>Overnight Travel Status</i>	The overnight absence of Ministers from their headquarters on Ministerial/departmental-related business.
<i>Travel Status</i>	The absence of a Minister from their headquarters on Ministerial/departmental-related business.

6.3 Responsibilities

Minister

It is the responsibility of Ministers to:

- ensure that detailed original receipts indicating proof of payment are included, where required, when claiming miscellaneous expenses;
- claim miscellaneous expenses to the Departmental vote when travel is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy; and
- claim miscellaneous expenses when travel is related to constituency business pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of the individual departments to:

- ensure that miscellaneous expenses are claimed within the provisions of this policy.

6.4 Incidental Expenses

Ministers may claim \$5.00 CAD per night for incidental expenses for every night on overnight travel status (without receipts), or laundry, valet, and other reasonable expenses, subject to the submission of detailed original receipts indicating proof of payment.

6.5 Telephone Calls and Internet Charges

Ministers may claim (with detailed original receipts indicating proof of payment) the cost of official long distance phone calls, or internet charges related to Ministerial/Departmental business, while on travel status. Where the cost is not submitted for payment as part of the Minister's official government (cellular) telephone bill, the cost may be submitted for reimbursement as part of a detailed original hotel bill receipt indicating proof of payment.

6.6 Passport and Related Expenses

Ministers who are required to travel outside Canada may claim (upon submission of detailed original receipts indicating proof of payment) for the cost of a passport and/or visa where these documents are required for travel and are expired or not currently owned.

Ministers may claim (upon submission of detailed original receipts indicating proof of payment) the cost of certificates of health, inoculations, vaccinations and/or other medical procedures where these are required prior to traveling.

6.7 Hospital and Medical Insurance

Where a Minister is required to travel outside Canada, and he or she is enrolled in the group medical insurance plan, hospital and medical insurance is provided under that plan.

Ministers who are not enrolled in the group insurance plan are not eligible to claim the cost of purchasing additional individual hospital and medical insurance.

6.8 Foreign Currencies and Traveler's Cheques

Ministers may claim (upon submission of detailed original receipts indicating proof of payment) the cost of converting Canadian dollars to other currencies and converting other currencies to Canadian dollars.

Ministers may claim (upon submission of detailed original receipts indicating proof of payment) the cost of converting in excess of \$100 into traveler's cheques or the cost associated with withdrawal of foreign currency from an international automated banking machine.

6.9 Excess Luggage

Ministers may claim (with the approval of the Deputy Minister and upon submission of detailed original receipts indicating proof of payment) for the costs incurred in transporting government equipment at excess luggage rates.

7.0 TRAVEL POLICY

7.1 Policy Statement

Ministers on travel status will be reimbursed for incurred transportation costs as outlined in this policy.

Ministers are responsible for ensuring travel costs are claimed from only one source as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
When travel is related to Ministerial/Departmental business pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When travel is related to constituency business pursuant to the Members' Resources and Allowances Rules.

7.2 Definitions

Travel Status The absence of a Minister from their headquarters on Ministerial/Departmental business.

Headquarters The actual building or other place that the Minister uses as a base of operations as deemed by Government.

7.3 Responsibilities

Minister

It is the responsibility of Ministers to:

- avail of special discounts offered to government employees by airlines or automobile rental companies, where available and practical;
- claim reimbursement from the Departmental vote when travel is related to Ministerial/Department business pursuant to the Ministerial Expense Reimbursement Policy;
- provide justification and appropriate documentation of transportation expenses in excess of the most economical rate. For example, through the provision of an explanation as to why an airfare was in excess of the most economical fare class rather than the less expensive alternative; and
- claim travel expense reimbursement related to constituency business pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of the individual departments to:

- ensure that travel expenses are claimed within the provisions of this policy.

7.4 General Rules

Ministers must complete, and have approved, an Official Journey Authorization prior to commencement of travel.

All Ministerial/Departmental travel outside of the province must be pre-approved by the Premier's Office. No bookings or other liabilities associated with out-of-province travel should be incurred until the Official Journey Authorization is signed by the Chief of Staff to the Premier, unless those liabilities are completely refundable.

Ministers must provide the Premier's Chief of Staff with at least 48 hours notice of leaving the province.

Ministers should notify the Intergovernmental Affairs Secretariat when Ministerial/Departmental travel is out-of-province or international.

Economy is expected while on travel status.

7.5 Air Travel

Where possible, the most economical method of booking air travel must be used, for example, via the airline website.

Ministers traveling by air may claim, with detailed original receipts indicating proof of payment, the actual cost of airfare.

Economy is expected. Non-business/non-executive class fares are eligible for reimbursement. For example, Air Canada Latitude fares allowing ticket changes and refunds are considered acceptable. All air travel on scheduled flights must be based on achieving economy, except where (based on **MC 2003-0375**):

- there are no non-business/economy class tickets (i.e. economical option) available and the travel is urgent;
- continuous travel is to a location west of Toronto, ON;
- the travel is international; or
- prior authorization is received from the Premier's Chief of Staff.

Where business/executive class travel is used, an explanation (including appropriate supporting documentation) must be included in the Official Journey Authorization as well as the travel claim.

Where possible, Ministers should avail of special discounts and advanced booking discounts. The purchase of cancellation insurance will not be reimbursed.

Airline change fees incurred, or cancelled flights, are eligible for reimbursement where:

- (i) the meeting concludes early, is cancelled, the date rescheduled, or location changed; or
- (ii) a Minister is required to return to headquarters on an urgent basis.

Air travel that has been cancelled, and for which credit is being provided by the airline toward future travel, may only be used for official Ministerial/Departmental travel.

All Ministers on travel status are automatically covered by air travel insurance.

Advance seat selection charges, to ensure availability of seats and attendance at a required meeting, may be eligible for reimbursement with detailed original receipts indicating proof of payment.

7.6 Sea Travel

Ministers traveling by sea may claim, with detailed original receipts indicating proof of payment, the following:

- the standard passenger fare;
- the cost of cabin accommodation, where a cabin is required; and
- the cost to transport the Minister's vehicle, where required.

7.7 Travel in Government or Rental Vehicles

Where the automobile allowance is the chosen mechanism of reimbursement, vehicle rentals within, or originating from, the capital region are eligible for reimbursement under occasional and reasonable circumstances only. Prior approval of the Premier's Chief of Staff is required. Examples of situations which may be eligible for reimbursement include where it can be demonstrated that the use of a rental vehicle is more practical and/or economical than scheduled non-business class airfare.

Reimbursement for a rental vehicle is provided with the provision of detailed original receipts indicating proof of payment where the rental is preceded by air travel outside the capital region.

Where mileage is the chosen reimbursement option for ground travel, long-term vehicle rentals (in excess of five days) are not eligible for reimbursement where travel is within Newfoundland and Labrador (including the capital region) unless prior authorization from the Chief of Staff is received.

Ministers using government or rental vehicles must:

- be duly licensed drivers;
- adhere to the rules and procedures established by the department;
- ensure that unauthorized personnel are not carried in the vehicle;
- pay all tickets and fines incurred while operating the vehicle; and
- report, in writing, all accidents and ensure that the required action is taken.

Government or rental vehicles must not be used for personal purposes.

The use of Government vehicles must be limited to official business purposes only and stored in, or on, government provided storage facilities or at a place approved by the Department's permanent head (i.e.: Deputy Minister, CEO, etc.).

Ministers must charge necessary expenses incurred in the operation of a government vehicle to the corporate charge allocated to that particular vehicle. In circumstances where that charge card is unavailable, the Minister may claim from the Departmental vote those necessary expenses with the provision of detailed original receipts indicating proof of payment.

The corporate charge card should be used for the rental of vehicles. Wherever possible, Ministers should take advantage of specials or discounts offering the lowest price.

Ministers will not purchase collision damage waivers and/or personal life insurance when renting vehicles for government business as Government retains responsibility for payment of physical damage claims on leased or rented vehicles. The use of the corporate charge card will reduce or eliminate Government's liability for collision damage to rented vehicles.

Rental vehicle expenses are not eligible for reimbursement from the Ministerial/Departmental vote when within commuting distance of the Minister's permanent residence or within the Minister's constituency. Please note that the Members' Resources and Allowances rules would apply for vehicle rental within a Minister's constituency for constituency-related business.

Claims for reimbursement for rental vehicles must include all detailed original receipts indicating proof of payment.

7.8 Use of Taxis and Public Transportation

Reimbursement for taxi expenses within the capital region and the Minister's constituency is limited.

Ministers may use taxis, when on travel status, when such use is justifiable and taxis are the only or most economical means of transportation. For example, Ministers may use taxis (shuttle service or airport buses) for transportation to and from airports, including where it is not feasible to use the Minister's private vehicle.

Ministers using taxis (limousines or airport buses) must note the starting point and destination of the taxi trip on their travel claim or on the taxi chit, where the trip is billed directly to the department.

Detailed original receipts indicating proof of payment are required for reimbursement of all taxi charges.

7.9 Toll, Bridge, Ferry, and Parking Fees

Ministers traveling by private vehicle from home or the workplace to a point of departure (such as an airport or ferry dock) and return, may claim parking fees with detailed original receipts indicating proof of payment.

Parking fees incurred, while on travel status, for parking a vehicle in a parking garage or parking lot may be reimbursed with the provision of detailed original receipts indicating proof of payment.

Ministers may claim for bridge, ferry and highway tolls, without receipts, where these tolls have been paid and a receipt is not normally issued. Where a receipt is issued, the Minister must submit, with their Travel Claim, the detailed original indicating proof of payment.

7.10 Spousal and Dependant Travel

Spousal and dependant travel expenses are not eligible for reimbursement.

7.11 Completing Travel Claim Expense Forms

Travel claims must be submitted on a Travel Expense Claim form and must state the purpose of the trip.

Individual entries on travel claims must be completed in chronological order by date of expense. Receipts, ticket stubs, etc., should be numbered in the sequence in which the expenses are listed on the claim. Please refer to Financial Management Circular 2.040 (May 2007) for specific details on the requirements for attachments accompanying a travel claim.

Details must be provided for all travel claim entries. Where explanations for certain expenditures are required and insufficient space is available on the claim form, a separate sheet with dates quoted as a cross reference, should be attached to the claim.

Travel Expense Claims must be signed by the Minister and signed-off by the Department's permanent head (i.e.: Deputy Minister, CEO, etc.).

In accordance with the *Access to Information and Protection of Privacy Act*, Ministers must ensure that supporting documentation limits disclosure of personal information to that which is required to allow the Comptroller General of Finance to effectively meet his or her responsibilities as set out in the *Financial Administration Act* (e.g. blackout by claimant of credit card number and unrelated payment information, etc.).

8.0 TRAVEL AND LIVING EXPENSES

8.1 General Principles

Travel and living expenses incurred by a Minister within the capital region when the House of Assembly is in session must be claimed pursuant to the Members' Resources and Allowances Rules.

It is recognized that Ministers may choose to reside either: (i) within their constituency; (ii) outside their constituency but outside the capital region; or (iii) within the capital region.

No Minister should have to carry out public duties at serious personal financial sacrifice.

Ministers should be provided with sufficient resources and should be reimbursed for reasonable expenses incurred while performing Ministerial/departmental duties.

Legitimate expenses incurred by a Minister conducting Ministerial/Departmental business should be eligible for reimbursement.

There is no 'one size fits all' and therefore flexibility is provided for the Minister to adopt an arrangement that best meets individual needs.

The Government of Newfoundland and Labrador Executive employee reimbursement rates are considered as a benchmark and Members' Resources and Allowances are used as a 'floor'.

It is recognized that Ministerial/departmental duties require the Minister to attend regularly scheduled Committees of Cabinet and Cabinet meetings for which participation (normally on a weekly basis) is mandatory.

A Minister is required to oversee, and is accountable for, all departmental matters including the provision of direction within the Ministry to which they were appointed. Hence, a significant portion of the Minister's time is required for the conduct of Ministerial/departmental business.

8.2 Policy Statement

Ministers may be eligible to receive additional travel and living provisions, as outlined in this policy. The purpose of these provisions is to offset travel and living expenses, that a Minister maintaining a permanent residence outside his or her headquarters area may incur, when conducting Ministerial business at headquarters.

The Travel and Living Expense provisions are in addition to the provisions under the Members' Resources and Allowances Rules.

Ministers are responsible for ensuring travel and living expenses are claimed from only **one source** as follows:

Source: Ministerial / Departmental Vote	Source: MHA / Constituency Allowance
Where travel and living expenses are related to the conduct of Ministerial/Departmental business at headquarters pursuant to the Ministerial Expense Reimbursement Policy outlined below.	When the House of Assembly is in session and travel is to the capital region, expenses are claimed pursuant to the Members' Resources and Allowances Rules. Constituency-related travel outside the capital region is claimed pursuant to the Members' Resources and Allowances.

8.3 Definitions

Capital region: The area encompassing the following electoral districts as described and delineated in the *House of Assembly Act* as follows: (i) Cape St. Francis, (ii) Conception Bay East & Bell Island, (iii) Conception Bay South, (iv) Kilbride, (v) Mount Pearl, (vi) Ferryland (North of Witless Bay Line), (vii) St. John's Centre, (viii) St. John's East, (ix) St. John's North, (x) St. John's South, (xi) St. John's West, (xii) Signal Hill-Quidi Vidi, (xiii) Topsail, (xiv) Virginia Waters, and (xv) Waterford Valley.

Headquarters: The actual building or other place that the Minister uses as a base of operations as deemed by Government.

Headquarters Area: An area within a radius of 60 kilometres from the Minister's headquarters.

Commuting Distance Sixty (60) kilometres or less.

Permanent residence: The place that a Minister declares in an affidavit to the Speaker of the House of Assembly is (i) the place where a Minister in fact resides on a settled basis with his or her family, or (ii) where there is no single place where the Minister resides on a settled basis, the place that the Minister otherwise regards as his or her permanent residence, and does not include a seasonal or recreational dwelling or cabin.

Private accommodation: Accommodation arrangements made by a Minister in lieu of staying in temporary accommodation.

8.4 Responsibilities

Minister

It is the responsibility of Ministers to:

- provide to the Department a copy of the affidavit presented to the Speaker of the House of Assembly in which the Minister declares the location of their permanent residence;
- claim expenses when on Ministerial/Departmental travel status pursuant to the Ministerial Expense Reimbursement Policy;
- ensure travel and living expenses incurred as a result of conducting Ministerial/Departmental business at headquarters are claimed for reimbursement from the Departmental vote pursuant to the Ministerial Expense Reimbursement Policy; and
- claim constituency-related travel and living expenses pursuant to the Members' Resources and Allowances Rules.

Department

It is the responsibility of the individual departments to:

- ensure that travel and living expenses incurred while conducting Ministerial/Departmental related business are claimed within the provisions of this policy.

8.5 For a Minister who maintains a permanent residence within his or her headquarters area

A Minister who maintains a permanent residence within his or her headquarters area is not entitled to claim for travel and living expenses incurred when conducting Ministerial business at headquarters.

When conducting Ministerial/Departmental business at a headquarters located outside the capital region that coincides with his or her permanent residence the Minister is not entitled to claim accommodation or meal reimbursement.

8.6 For a Minister who maintains a permanent residence outside his or her headquarters area

For the purposes of conducting Ministerial/Departmental business at headquarters, where a Minister maintains a permanent residence outside his or her headquarters area, the Minister may claim reimbursement from the Departmental vote to a maximum number of return trips, accommodation nights and meal per diems.

Where continuous travel between the Minister's permanent residence and headquarters is not possible, in-transit accommodation expenses and prorated meal per diems are eligible for reimbursement. Detailed original receipts indicating proof of payment is required for accommodation expense reimbursement where temporary accommodation expenses are incurred. Examples of circumstances where in-transit costs would be eligible for reimbursement include: (i) where regularly scheduled transportation routes do not offer a connecting link on that particular day; or (ii) where inclement weather occurs and it is no longer safe to continue travel to the destination.

Where a Minister chooses the option of mileage claim reimbursement for ground Transportation purposes and returns nightly to his or her permanent residence, the Minister may claim reasonable mileage traveled provided that the amount claimed does not exceed accommodation or meal per diem expenses that would otherwise have been claimed.

Claims for accommodation and meal per diems are not eligible for reimbursement where a Minister returns to his or her permanent residence on a nightly basis.

8.7 Reimbursement

Reimbursement is dependant on the location of the Minister's permanent residence / constituency. Table 2 – District Categorization refers.

Travel Expenses To a Maximum Number of Return Trips

- Economy is expected and based on the Travel Policy outlined above.
- The maximum number of trips will be calculated based on the difference between the 20 intersessional trips plus the number of sessional trips available to the Minister pursuant to the Members' Resources and Allowances. **The combined maximum will not exceed 48 return trips per year.**
- Airfare (economy expected) will be considered an eligible expense for reimbursement only where a Minister's permanent residence is located within Category IV or V of Table 2 below. Detailed original receipts indicating proof of payment are required for reimbursement.

Accommodation When the House of Assembly is Intersessional

- The **actual cost of temporary accommodation**, with detailed original receipts indicating proof of payment, for every night actually occupied by the Minister (economy expected); or

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- Ministers may make private arrangements for overnight accommodation and will be reimbursed for every night actually occupied by the Minister, without receipt, **\$53 CAD per night** consistent with the rate outlined in **TBM-99-165**.
- Accommodation expenses incurred within the capital region when the House of Assembly is in session must be claimed pursuant to the Members' Resources and Allowances Rules.

Meal Expenses (Per Diems) When the House of Assembly is Intersessional

- **Per diems** (\$50 per day prorated for part days that qualify under the Meals Allowance Policy as established via TBM 99-165) toward the cost of meals. In a single day, per diems must be entirely charged against either the Ministerial allowance or the MHA allowance.
- Ministerial/Departmental business-related meal expenses may be claimed from the Departmental vote with the provision of detailed original receipts indicating proof of payment. The per diem meal allowance must be prorated accordingly.
- When the House of Assembly is in session meal per diems must be claimed pursuant to the Members' Resources and Allowances Rules.

TABLE 1: TRAVEL AND LIVING EXPENSE ALLOWANCES

Category	Travel	Accommodation	Meals
<p>CATEGORY I (Capital Region)</p>	<p>Ministers representing constituencies within the capital region would not be entitled to receive a supplementary travel and living allowance.</p>		
<p>CATEGORY II Adjacent to the Capital Region</p> <p>Intended for circumstances where the Minister is unable to return to his or her permanent residence overnight.</p> <p>For example: in the event of inclement weather.</p>	<p>Economy is expected as outlined in the Travel Policy.</p> <p>Automobile allowance or mileage claims (pending on alternative chosen by the Minister) is intended for ground transportation purposes.</p>	<p>Maximum of 10 nights per year.</p> <p>Temporary Accommodation, with receipt</p> <p>Private Accommodation: \$53/ night without receipt.</p>	<p>Maximum of 10 daily meal per diems per year.</p> <p>Prorated</p> <p>Without receipt</p>
<p>CATEGORY III</p>	<p>Economy is expected as outlined in the Travel Policy.</p> <p>Automobile allowance or mileage claims (pending on alternative chosen by the Minister) is intended for ground transportation purposes.</p>	<p>Temporary accommodation, with receipt</p> <p>Private Accommodation: \$53/ night without receipt.</p>	<p>Prorated</p> <p>Without receipt</p>

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Category	Travel	Accommodation	Meals
CATEGORY IV CATEGORY V	<p>Economy is expected as outlined in the Travel Policy.</p> <p>Combined maximum of 48 return trips in a year.</p> <p>Non-business class airfare deemed an eligible expense, with receipt.</p>	<p>Temporary accommodation, with receipt.</p> <p>Private Accommodation: \$53/ night without receipt.</p>	<p>Prorated</p> <p>Without receipt</p>

Ministerial Expense Reimbursement Policies

TABLE 2 - DISTRICT CATEGORIZATION

Category I	Category II	Category III	Category IV	Category V
Capital Region	Adjacent to the Capital Region		Airfare	Airfare
No Additional Provisions	Accommodation Meals	Accommodation Meals	Accommodation Meals	Accommodation Meals
Cape St. Francis	Carbonear - Harbour Grace	Bonavista North	Humber East	Labrador West
Conception Bay East & Bell Island	Harbour Main	Bonavista South	Humber Valley	Lake Melville
Conception Bay South	Trinity - Bay De Verde	Bellevue	Humber West	Torngat Mountains
Kilbride	Port De Grave	Green Bay South	Bay Of Islands	Cartwright - L'Anse Au Clair
Mount Pearl North	Placentia – St. Mary's	Terra Nova Trinity North	Burgeo - La Poile	
Mount Pearl South	Ferryland (South of the Witless Bay Line)	Burin - Placentia West	The Isles Of Notre Dame	
Ferryland (north of Witless Bay Line)		Fortune Bay - Cape La Hune	The Straits - White Bay North	
St. John's Centre		Grand Bank	Port Au Port	
St. John's East			St. Barbe	
St. John's North			St. George's - Stephenville East	
St. John's South			Gander	
St. John's West			Baie Verte – Springdale	
Signal Hill-Quidi Vidi			Exploits	
Topsail			Lewisporte	
Virginia Waters			Grand Falls – Windsor / Buchans	
Waterford Valley			Grand Falls - Windsor / Green Bay South	