



Ministerial Expense Reimbursement Policy

Office of the Executive Council



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Ministerial Expense Reimbursement

1.1 Segregation of Expenses

Eligible expenses incurred while undertaking ministerial/departmental business should be submitted to the department for processing pursuant to the Ministerial Expense Reimbursement Policy outlined here. Eligible expenses incurred while completing constituency business should be submitted to the House of Assembly in accordance with the [Members' Guide to Resources & Allowances](#).

1.2 Public Disclosure

Ministerial expense reimbursement claims are considered to be public information and details are published on a regular basis; as an MHA, public disclosure occurs on the House of Assembly website on a semi-annual and annual basis; expense claims arising from ministerial duties are posted on the Executive Council website.

1.3 Definitions

Automobile Allowance	An \$8,000 per fiscal year allowance available to ministers who select this option (versus submitting mileage claims to the House of Assembly for constituency-related business and mileage claims to the department for ministerial business).
Capital Region	The area encompassing the following electoral districts as described and delineated in the House of Assembly Act : Cape St. Francis; Conception Bay East-Bell Island; Conception Bay South; Ferryland (North of Witless Bay Line); Mount Pearl-Southlands; Mount Pearl North; Mount Scio; St. John's Centre; St. John's East-Quidi Vidi; St. John's West; Topsail-Paradise; Virginia Waters-Pleasantville; Waterford Valley; and WindsorLake.
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.
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.

Travel Status	The absence of a minister from the minister's headquarters for ministerial/departmental business.
Overnight Travel Status	The overnight absence of a minister from the minister's headquarters for ministerial/departmental business.
Commuting Distance	Sixty kilometres or less.
Consumable Liquids	Includes gas, oil, windshield washer fluid, brake fluid, and related expenses.
Related Expenses	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.
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.
Entertainment	The provision of food, drink, and/or other forms of hospitality (e.g., musical entertainment, tours, etc.) to persons with whom government business is being conducted.
Incidental Expenses	Those expenses (such as laundry, valet, or various sundry items, etc.) incurred by ministers on overnight travel status.

1.4 Accommodation

1.4.1 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 <u>Members' Guide to Resources & Allowances</u> .

1.4.2 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 they declare the location of their permanent residence;
- claim overnight travel related to ministerial/departmental business pursuant to this Ministerial Expense Reimbursement Policy;
- provide justification of temporary accommodation rates greater than the rate for a standard room: for example, by providing an explanation as to why the 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' Guide to Resources & Allowances](#).

Department

It is the responsibility of individual departments to:

- forward a copy of the affidavit in which ministers declare the location of their permanent residence to the Office of the Comptroller General, Treasury Board Secretariat; and

- approve the justification of temporary accommodation rates greater than the rate for a standard room.

1.4.3 Accommodation Reimbursement Policy (While on Ministerial/ Departmental Travel Status)

1.4.3.1 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 accommodations 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 by Cabinet. On the Island of 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 their permanent residence, ministers are **not** entitled to claim accommodation reimbursement.

1.4.3.2 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 per night actually occupied 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 according to the approved rates. Current rates are outlined in the table below and are subject to change.

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

1.5 Automobile Reimbursement

A minister may choose **only** one of the following reimbursement methods:

- A. Automobile Allowance; **or**
- B. 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.

1.5.1 Policy Statement – Option A

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

1.5.2 Responsibilities – Option A

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 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.

Under Option A, Claims based on mileage are not eligible for reimbursement.

1.5.3 General – Option A

The automobile allowance is \$8,000 per fiscal year, prorated for the portion of the fiscal year for which the minister serves in Cabinet.

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 either as one lump sum or 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. Vehicle repairs, tires, etc. are **not** eligible for reimbursement.

Ministers with multiple departmental assignments, where the headquarters of one or more assigned departments is located outside the capital region, are entitled to receive one automobile allowance. The automobile allowance option is not available to a parliamentary secretary or parliamentary assistant.

1.5.4 Discontinuance of the Automobile Allowance

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

1.5.5 Claiming Automobile Travel Expenses – Option A

The automobile allowance is provided for the purposes of ground travel. Ministers may not claim for automobile storage, traffic violations, repairs, or towing. Airport parking fees are deemed a reimbursable expense with the provision of detailed original receipts indicating proof of payment.

1.5.6 Rental Vehicles – Option A

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 that 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 (more than five days) are not eligible for reimbursement unless prior authorization from the Premier's 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.

However, where a minister's permanent residence is located outside of the minister's constituency, vehicle rental within that constituency (located outside the capital region) for the

purposes of ministerial/departmental business would be eligible for reimbursement, where approved by the Premier's Chief of Staff (or delegate).

Global Positioning System (GPS) navigation features associated with a rental vehicle are a reimbursable expense.

Please note that the [Members' Guide to Resources & Allowances](#) would apply for vehicle rental within a minister's constituency for constituency-related business.

1.5.7 Use of Taxis – Option A

Reimbursement for taxi expenses within the capital region and the minister's constituency is limited. Examples include travel to or from an airport or to an official business meeting in an area where parking may be an issue or 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.

1.5.8 Policy Statement – Option B

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' Guide to Resources & Allowances .

1.5.9 Responsibilities – Option B

Minister

Under Option B, 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.

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 this Ministerial Expense Reimbursement Policy;
- claim expenses related to constituency business pursuant to the [Members' Resources and Allowances Rules](#).

Department

It is the responsibility of departments to ensure that mileage expenses are claimed as per the provisions of this policy.

1.5.10 General – Option B

Where ministers (regardless of where their constituency or permanent residence is located) travel by their own vehicle on ministerial/departmental business, they may claim reimbursement from the departmental vote for the number of kilometers reasonably necessary to accomplish the travel objectives, multiplied by the rate payable to government employees who are required to use private vehicles as a condition of employment without any decrease in the mileage rate for mileage travelled in excess of 9000kms in a calendar year.

1.5.11 Travel Log

Where ministers travel by their own vehicle, they shall at all times maintain a vehicle travel log in which the dates and destinations of a trip, including the number of kilometres actually and reasonably traveled in connection with the trip, are recorded. In addition, personal mileage should also be tracked in the log.

Under this option, mileage from a minister's permanent residence to a point of departure (airport/ferry terminal/etc.) and return is considered an eligible expense when related to travel for ministerial/departmental business when on travel status.

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](#).

1.5.12 Claiming Automobile Travel Expenses – Option B

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

1.5.13 Rental Vehicles – Option B

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

Long-term rentals (more than five days) are not eligible for reimbursement unless prior authorization from the Premier's 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. However, where the minister's permanent residence is located outside of the minister's constituency, vehicle rental within that constituency (located outside the capital region) for the purposes of ministerial/departmental business would be eligible for reimbursement, where approved by the Premier's Chief of Staff.

Global Positioning System (GPS) navigation features associated with a rental vehicle are a reimbursable expense.

Please note that the [Members' Guide to Resources & Allowances](#) would apply for vehicle rental within a minister's constituency for constituency-related business.

1.5.14 Use of Taxis – Option B

Reimbursement for taxi expenses within the capital region and the minister's constituency is limited. Examples include travel to or from an airport or to an official business meeting where parking may be an issue or in extenuating circumstances. Detailed original receipts indicating proof of payment are required for reimbursement of all taxi charges.

1.6 Corporate Charge Card (Travel Card)

1.6.1 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.

1.6.2 Responsibilities

Minister

It is the responsibility of 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 in accordance with the card plan provisions.

Department

It is the responsibility of 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.

1.6.3 Using the Corporate Charge Card

The corporate charge card is issued for a 36 to 48 month 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. Bank of Montreal (BMO) 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 60 days overdue.

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

Ministers whose corporate charge cards are lost or stolen should immediately notify BMO, at the toll-free number: 1-800-263-2263, or the departmental charge card coordinator.

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 cannot claim any extra costs incurred. The corporate charge card is not a personal credit card and therefore use of the card for personal expenses is not permitted.

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 that reduces or eliminates government's liability for collision damage

to rental vehicles, such cards should be used.

1.7 Entertainment Expenses

1.7.1 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 <u>Members' Guide to Resources & Allowances</u> .

1.7.2 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;
- refer, where required, requests for entertainment expenses to the department for referral to Treasury Board;
- 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' Guide to Resources & Allowances](#).

Department

It is the responsibility of 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.

1.8 Entertainment Expenses

Entertainment expenses are applicable to the provision of food, drink, and/or other forms of hospitality (e.g., musical entertainment, tours, etc.) to persons with whom government business is being conducted.

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 not permitted as part of the expense claim.

Meal per diems must not be claimed where an entertainment expense is being claimed for the same 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 day.

1.8.1 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 greater than the \$500 daily limit require the approval of Treasury Board.

1.8.2 Submission of Entertainment Expenses

Entertainment expenses incurred while on travel status can be submitted on the claim related to the travel. The claim must indicate the nature of the entertainment (e.g., luncheon, dinner, etc.) and the number of persons involved.

Entertainment expenses incurred and which do not coincide with travel status must be submitted on a separate travel claim form and must indicate the nature of the entertainment (e.g., luncheon, dinner, etc.) and the number of persons involved.

1.9 Meal Rates Policy

1.9.1 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' Guide to Resources & Allowances .

1.9.2 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' Guide to Resources & Allowances](#).

Department

It is the responsibility of departments to monitor the cost of meals claimed to the departmental vote.

1.9.3 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 two hours or more prior to the beginning of their regular workday.

Ministers may claim for dinner when they are unable to return to headquarters or place of residence until at least two hours after the end of their regular workday.

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 the same 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 day.

When conducting ministerial/departmental business at a headquarters, located outside the capital region that coincides with their permanent residence, ministers are not entitled to claim per diem meal reimbursement. However, meal expenses related to ministerial/ departmental business may be claimed from the departmental vote with the provision of detailed original receipts indicating proof of payment.

1.9.3.1 Travel Within Newfoundland and Labrador

Where a minister is on travel status, and is conducting ministerial/departmental business, the minister may claim per diem reimbursement from the departmental vote at the approved rate. Current rates are subject to change and are as follows:

Breakfast	Lunch	Dinner	Total
\$9.60 CAD	\$16.80 CAD	\$26.04 CAD	\$52.44 CAD

1.9.3.2 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 per diem reimbursement from the departmental vote. Current rates are subject to change and are as follows:

	Breakfast	Lunch	Dinner	Total
Canada (\$CAD)	\$12.18	\$19.68	\$28.38	\$60.24
USA (\$USD)	\$12.18 US	\$19.68 US	\$28.38 US	\$60.24 US
International (\$CAD)	\$13.50	\$21.54	\$31.20	\$66.24

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).

1.10 Miscellaneous Expenses

1.10.1 Policy Statement

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

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 <u>Members' Guide to Resources & Allowances</u> .

1.10.2 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 from 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' Guide to Resources & Allowances](#).

Department

It is the responsibility of departments to ensure that miscellaneous expenses are claimed within the provisions of this policy.

1.10.3 Incidental Expenses

Ministers may claim \$5 CAD per night for incidental expenses for every night on overnight travel status (without receipts), in addition to laundry, valet, and other reasonable expenses, subject to the submission of detailed original receipts indicating proof of payment.

1.10.4 Mobile Phones, Telephone Calls and Internet Charges

Ministers will be entitled to a single mobile communication device pursuant to the Members' Guide to Resources & Allowances. 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 (mobile) telephone bill, the cost may be submitted for reimbursement as part of a detailed original hotel bill receipt indicating proof of payment.

1.10.5 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.

1.10.6 Hospital and Medical Insurance

Where a minister is required to travel outside Canada, and the minister is enrolled in the group medical insurance plan, hospital and medical insurance is provided under that plan for up to 30 days of travel.

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.

1.10.7 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 more than \$100 into traveler's cheques or the cost associated with withdrawal of foreign currency from an international automated banking machine.

1.10.8 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.

1.11 Travel Policy

All ministerial out-of-province travel must be approved by the Premier's Chief of Staff. A written request is required in the form of a completed journey authorization. A brief description of the purpose of the trip including the names of those traveling with the minister should accompany the journey authorization.

No bookings or other liabilities related to such travel should be incurred until the official journey authorization is signed by the Premier's Chief of Staff unless such liabilities are completely refundable.

1.11.1 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' Guide to Resources & Allowances .

1.11.2 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 more than the most economical rate. For example, through the provision of an explanation as to why an airfare was greater than 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 departments to ensure that travel expenses are claimed within the provisions of this policy.

1.11.3 General Rules

Ministers must complete, and have approved, a journey authorization prior to commencement of travel. Journey authorizations for in-province travel must be signed by the permanent head of the department or agency (deputy minister or chief executive officer).

All ministerial travel outside of the province must be pre-approved by the Premier's Chief of Staff. No bookings or other liabilities associated with out-of-province travel should be incurred until the journey authorization is signed by the Premier's Chief of Staff unless those liabilities are completely refundable. In the absence of the Premier's Chief of Staff, the Clerk of the Executive Council is authorized to approve ministerial/departmental out-of-province travel.

Ministers must provide the Premier's Chief of Staff with at least 48 hours' notice of leaving the province. Ministers must notify the Intergovernmental Affairs Secretariat when ministerial/departmental travel is out-of-province or international.

The Ministerial Expense Reimbursement Policy, except for Option A, Automobile Allowance, is applicable to parliamentary secretaries, the parliamentary assistant, and MHAs traveling on behalf of a minister for the purpose of conducting ministerial/departmental business.

Ministers may begin or end their travel status related to ministerial/departmental business from one of the following locations:

- their headquarters;
- their permanent residence; and/or,
- another location outside the headquarters or permanent residence location.

Costs incurred to return to headquarters on an urgent basis are considered a reimbursable expense pursuant to the Ministerial Expense Reimbursement

Policy inclusive of costs incurred to return to the originating destination, where approved by the Premier's Chief of Staff.

Economy is expected while on travel status.

1.11.4 Air Travel

Where possible, the most economical method of booking air travel must be used. Ministers should avail of special discounts and advanced booking discounts offered by the designated travel agency.

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:

- 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;
- 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 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:

- the meeting concludes early, is cancelled, the date rescheduled, or location changed; or
- a minister is required to either remain at or return to headquarters.

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.

1.11.5 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.

1.11.6 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 that 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 (more than five days) are not eligible for reimbursement where travel is within Newfoundland and Labrador (including the capital region) unless prior authorization from the Premier's 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 (deputy minister or chief executive officer).

Ministers must charge necessary expenses incurred in the operation of a government vehicle to the corporate charge card allocated to that 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.

It is recommended that the corporate charge card be used for the rental of vehicles. Wherever possible, ministers should take advantage of specials or discounts offering the lowest price. The corporate charge card automatically provides collision damage waivers on rental vehicles (subject to criteria – available upon request), free of charge.

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.

However, where a minister's permanent residence is located outside of the minister's constituency, vehicle rental within that constituency (located outside the capital region) for the

purposes of ministerial/departmental business would be eligible for reimbursement, where approved by the Premier's Chief of Staff.

Global Positioning System (GPS) navigation features associated with a rental vehicle are a reimbursable expense.

Please note that the [Members' Guide to Resources & Allowances](#) 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.

1.11.7 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 (shuttle service or airport buses) must note the starting point and destination of the taxi trip on their travel claim or on the taxi receipt, where the trip is billed directly to the department.

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

1.11.8 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 arrival, 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, ministers must submit, with their travel claim, the detailed original indicating proof of payment.

1.11.9 Spousal and Dependent Travel

Spousal and dependent travel expenses are not eligible for reimbursement.

1.11.10 Completing Travel Claim Expense Forms

Travel claims must be submitted using the Expense Claim Management System (ECMS) 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 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 (deputy minister or chief executive officer).

In accordance with the ATIPPA, 2015, ministers must ensure that supporting documentation limits disclosure of personal information to that which is required to allow the Comptroller General to effectively meet the responsibilities of that position as set out in the **Financial Administration Act** (e.g., blackout by claimant of credit card number and unrelated payment information, etc.).

1.12 Travel and Living Expenses

1.12.1 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' Guide to Resources & Allowances](#).

It is recognized that ministers may choose to reside either:

- within their constituency;
- outside their constituency but outside the capital region; or
- 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.

Government of Newfoundland and Labrador employee reimbursement rates are considered a benchmark and the [Members' Guide to Resources & Allowances](#) is 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 the minister was appointed. Hence, a significant portion of the minister’s time is required for the conduct of ministerial/departmental business.

1.12.2 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 ministers maintaining a permanent residence outside their 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 <u>Members' Guide to Resources & Allowances</u> . Constituency-related travel outside the capital region is claimed pursuant to the <u>Members' Guide to Resources & Allowances</u> .

1.12.3 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 ministers declare 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' Guide to Resources & Allowances](#).

Department

It is the responsibility of departments to ensure that travel and living expenses incurred while conducting ministerial/departmental business are claimed within the provisions of this policy.

1.12.4 Ministers Who Maintain a Permanent Residence Within Their Headquarters Area

Ministers who maintain a permanent residence within their headquarters area are 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 their permanent residence, ministers are not entitled to claim accommodation or meal reimbursement.

1.12.5 Ministers Who Maintain a Permanent Residence Outside Their Headquarters Area

For the purposes of conducting ministerial/departmental business at headquarters, where ministers maintain a permanent residence outside their headquarters area, they 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 day; or (ii) where inclement weather occurs and it is no longer safe to continue travel to the destination.

Where ministers choose the option of mileage claim reimbursement for ground transportation purposes and return nightly to their permanent residence, they 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 ministers return to their permanent residence on a nightly basis. Incidental expenses (\$5 per day without receipt) are not considered a reimbursable travel and living expense for travel to the capital region to conduct ministerial/departmental business.

1.12.6 Reimbursement

Reimbursement is dependent 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 return trips (between the capital region and the minister's district or permanent residence) is 48 per year. This maximum number is based on a combination of the total number of intersessional (not in session) and sessional trips claimed by the minister pursuant to the [Members' Guide to Resources & Allowances](#) plus the number of ministerial/departmental trips claimed by the minister to the departmental vote.
- 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.

The combined maximum will not exceed 48 return trips per year.

Accommodation When the House of Assembly is Not in Session

- 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
- 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 approved rate.

Accommodation expenses incurred within the capital region when the House of Assembly is **in session** must be claimed pursuant to the [Members' Guide to Resources & Allowances](#).

Meal Expenses (Per Diems) When the House of Assembly is Not in Session

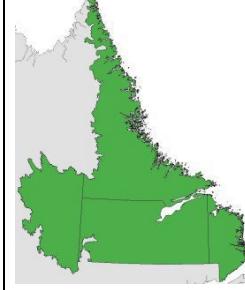
- **Per diems** (\$52.44 per day prorated for part days that qualify under the meals allowance policy) toward the cost of meals. In a single day, per diems must be entirely charged against either the ministerial allowance or the MHA allowance.
- Ministerial/departmental business-related meal expenses 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' Guide to Resources & Allowances](#).

Table 1: Travel/Living Expense Allowances

District Category	Travel	Accommodation	Meals
CATEGORY I (Capital Region)	Ministers representing constituencies within the capital region would not be entitled to receive a supplementary travel and living allowance.		
CATEGORY II (Adjacent to the Capital Region) Intended for circumstances where ministers are unable to return to their permanent residence overnight, e.g., in the event of inclement weather.	Economy is expected, as outlined in the Travel Policy. Automobile allowance or mileage claim (depending on alternative chosen by the minister) is intended for ground transportation purposes.	Maximum of 10 days per year Temporary accommodation, with receipt Private accommodation: \$53/night, without receipt	Maximum of 10 daily meal per diems per year Prorated, without receipt
CATEGORY III	Economy is expected, as outlined in the Travel Policy. Automobile allowance or mileage claim (depending on alternative chosen by the minister) is intended for ground transportation purposes.	Temporary accommodation with receipt Private Accommodation: \$53/night, without receipt.	Prorated, without receipt
CATEGORY IV CATEGORY V	Economy is expected, as outlined in the Travel Policy. Combined maximum of 48 return airfare trips in a year. Non-business class airfare deemed an eligible expense, with receipt.	Temporary accommodation, with receipt Private accommodation: \$53/night, without receipt	Prorated, without receipt

Table 2: District Categorization

Category I	Category II	Category III	Category IV	Category V
Capital Region	Adjacent to the Capital Region			
 No Additional Provisions	 Accommodation Meals	 Accommodation Meals	 Airfare Accommodation Meals	 Airfare Accommodation Meals
<ul style="list-style-type: none"> • Cape St. Francis • Conception Bay East-Bell Island • Conception Bay South • Mount Pearl North • Mount Pearl-Southlands • Mount Scio • Ferryland (north of Witless Bay Line) • St. John's Centre • St. John's East-Quidi Vidi • St. John's West • Topsail-Paradise • Virginia Waters-Pleasantville • Waterford Valley • Windsor Lake 	<ul style="list-style-type: none"> • Harbour Main • Harbour Grace-Port de Grave* • Placentia-St. Mary's* • Ferryland (south of Witless Bay Line)* <p>*if residence is within one hour drive of St. John's</p>	<ul style="list-style-type: none"> • Bonavista • Terra Nova • Burin-Grand Bank • Carbonear-Trinity-Bay de Verde • Placentia West-Bellevue • Harbour Grace-Port de Grave* • Placentia-St. Mary's* • Ferryland (south of Witless Bay Line)* <p>*only if residence is more than one hour drive from St. John's</p>	<ul style="list-style-type: none"> • Fortune Bay-Cape La Hune • Humber-Bay of Islands • Humber-Gros Morne • Corner Brook • Burgeo-La Poile • Fogo Island-Cape Freels • Stephenville-Port au Port • St. Barbe-L'Anseaux Meadows • St. George's-Humber • Gander • Baie Verte-Green Bay • Lewisporte-Twillingate • Exploits • Grand Falls-Windsor-Buchans 	<ul style="list-style-type: none"> • Labrador West • Lake Melville • Torngat Mountains • Cartwright-L'Anse au Clair

Map Legend:  Full Inclusion in District Category  Partial Inclusion in District Category *