

Alternate Living Allowance

Eligibility

Non-Winnipeg Members are entitled to reimbursement of authorized overnight stay expenses under the Alternate Living Allowance if:

- a) the Member's **principal residence is outside a 50 kilometre radius** of the Legislative Building and the **Member does not have a temporary residence, or**
- b) the Member's **principal residence is outside Winnipeg but within a 50 kilometre radius** of the Legislative Building **and** the Member has a physical disability or infirmity that, as approved by LAMC, makes it reasonable that the Member may require an overnight stay in Winnipeg.

If you are eligible for the Living Allowance and you have not yet established a temporary residence in Winnipeg or there is an interim period in which you are without a temporary residence, you may claim overnight stay in Winnipeg expenses under the Alternate Living Allowance. Members claiming Alternate Living Allowance expenses **cannot claim Living Allowance expenses in the same month**. Please see Chapter 7 - Living Allowance.

If you are eligible for the Alternate Living Allowance, you are also eligible for the Commuter Allowance. You may elect to claim expenses under the Commuter Allowance before April 1 each year or on initial election as a Member. Members claiming Alternate Living Allowance expenses **cannot claim Commuter Allowance expenses in the same month**. Please see Chapter 6 - Commuter Allowance.

Entitlement to the Alternate Living Allowance begins when a Member is elected and ceases upon resignation of the Member or dissolution of the legislature. Members must be declared elected by Elections Manitoba before any eligible expenses may be claimed. Please refer to the Effects of Dissolution section of this Manual for information on the effects of dissolution on the Alternate Living Allowance.

Allowance

The Alternate Living Allowance consists of *Overnight Stay Expenses*. In any month in which you have not claimed any temporary residence expenses or living expenses under the Living Allowance, you may, at your

option, claim up to eight overnight stay expenses, consisting of meals and accommodation costs.

Members **must complete a declaration** to establish eligibility for the Alternate Living Allowance prior to claiming overnight stay expenses. Completed declarations are submitted to the Members' Allowances Office in Room 9B, Legislative Building. Please refer to **Schedule 21 - Declaration Respecting Eligibility for a Member's Alternate Living Allowance** in the **Schedules section** of this Manual.

Calculations of Amounts

Amounts Calculated April 1

Applicable amounts of authorized expenses under the Alternative Living Allowance are determined on April 1 of each new fiscal year. There is **no re-calculation** of amounts during a fiscal year, even if the civil service rates change prior to April 1.

Cost of Living Adjustment

Civil service rates are adjusted on April 1 of each fiscal year.

Prorating of Allowance

In the month in which new Members are elected in a by-election or a general election, they are entitled to the full monthly maximums available for overnight stay expenses. A re-elected Member is considered to have remained a Member throughout the election period, and is entitled only to the unspent balance of his or her overnight stay expenses for the month in which he or she is re-elected.

Authorized Overnight Stay Expenses

The following are authorized **overnight stay expenses** up to the **maximum of 8 overnight stays per month**:

- **commercial accommodation** for a single hotel or motel room. The "government rate" should be requested when booking the accommodation.
- **meals**, associated with the overnight stay, at the civil service individual meal or per diem rate. Please refer to **Schedule 1** in the **Schedules section** of this Manual for current civil service southern meal rates.

- **incidental expenses** at civil service rates for each overnight stay. This is intended to cover the cost of minor expenses such as a newspaper, soft drink or local telephone call. Please refer to **Schedule 1** in the **Schedules section** of this Manual for current civil service incidental travel expense rates.

How to Claim

Year End Cut-off of Members' Claims

Claims for all expenses incurred in a fiscal year must be submitted by June 30 following the fiscal year just ended.

Types of Payment of Expenses

1. Civil service rates.

Meals and incidental expenses are claimed at civil service rates.

2. Reimbursement of expenses.

You will need to provide proof of payment of commercial accommodation expenses. You may claim multiple expenses on one claim form. You should submit these claims on a regular basis as you are paying for these expenses “out of pocket”. You may be using your personal funds, a credit card or a line of credit and will need to repay these sources of funds.

3. Expenses reimbursed from another source.

Expenses reimbursed from another source, including another allowance, are not claimable under the Living Allowance. It is recommended that you maintain a diary of expenses showing whether you were acting on constituency business or Legislative Assembly business, or acting in another capacity, such as Minister, Opposition Leader, Legislative Assistant, etc. This will assist you in determining if any portion of an expense is reimbursable or payable from another source, including another allowance.

4. Federal and provincial tax.

Members are not exempt from federal or provincial taxes.

Alternate Living Allowance Claim Form and Supporting Documentation

Alternate Living Allowance Claim Form

A claim for overnight stay expenses must be made on the Alternate Living Allowance claim form. The claim form must include a **statement of the intended purpose** of the expense. The claim form must be accompanied by **proof of payment** and any **additional supporting documentation** that is required. You must sign the claim form. Keep a copy for your records. Submit the original signed claim form with the information described below to the Members' Allowances Office in Room 9B, Legislative Building.

Please contact the Members' Allowances Office if you require a copy of the electronic claim form.

Statement of Intended Purpose

The Alternate Living Allowance claim form provides a box for the Member to check to indicate that the expenses claimed are in relation to an overnight stay. The Member must also provide the reason for the overnight stay.

Proof of Payment

Unless no receipt can be provided, **proof of payment** is always:

- the **original receipt** showing payment of the expense

If no receipt can be provided, then proof of payment can be:

- a copy of a bank statement or bank statement excerpt that identifies the expense and the payee.
- an image of the cancelled cheque that was provided as payment for the expense.
- an invoice for the expense marked "paid" by the supplier.

Proof of payment is not required for the following expenses claimed under the Alternate Living Allowance:

- meal expenses at civil service individual southern rates.
- incidental expenses at civil service rates.

Additional Supporting Documentation

Claims for meal expenses under the Alternate Living Allowance require additional supporting documentation as follows:

meals claimed at civil service rates - *the date of the meal and the location (Winnipeg) must be identified on the face of the claim form.*

Appeal

Members are entitled to appeal any decision made under the *Members' Allowances Regulation* to a person appointed by LAMC and that person's decision is final. The appeal must be in writing and must present the argument of the Member. Please contact the Members' Allowances Office for information on the appeal process.

Conflict of Interest Qualification

Any overnight stay expense is **not** an eligible expense for reimbursement if there is a direct financial interest or ownership in the business providing the service for **you or your spouse or common-law partner, or a relative of yours or of your spouse or common-law partner, or another Member, another Member's spouse or common-law partner, or a relative of any of the above-named persons**, and it is reasonable that you know or should have known of the existence of the direct financial interest/ownership.

Please refer to the **Definitions section** of this Manual for a complete description of the Conflict of Interest Qualification and definitions of common-law partner and relative. A diagram of the relationships indicated above is provided as **Schedule 4 - Diagram of Relationships defined by "Relative"** in the **Schedules section** of this Manual.

Reporting and Disclosure

The **Reporting and Disclosure section** of this Manual provides information on reports relating to Members' Allowances such as Month End Reports and Members' Annual Reports for tabling, and public disclosure of information requirements including Legislative Assembly website publications.

Effects of Dissolution on the Living Allowance

The **Effects of Dissolution section** of this Manual provides information on the effects of dissolution on the Alternate Living Allowance.

Definitions

The following terms are defined in the Definitions section of this Manual:

- “authorized expense”**
- “common-law partner”**
- “direct financial interest”**
- “LAMC”**
- “relative”**
- “Winnipeg Member”**

Listing of Schedules

Please refer to the **Schedules section** of this Manual for a listing and copies of all Schedules noted in the Alternate Living Allowance Chapter.