

Intersessional Committee Allowance

Eligibility

A Member, who is on a Standing or Special Committee or is a member of LAMC, is entitled to reimbursement of expenses authorized by the Speaker or Deputy Speaker, of attending a Committee **during an intersessional period.**

Entitlement to the Intersessional Committee 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 in this Manual for information on the effects of dissolution on the Intersessional Committee Allowance.

Allowance

You may claim Intersessional Committee Allowance expenses authorized by the Speaker or Deputy Speaker, including transportation, transient accommodation, mileage and meal costs.

Calculation of Amounts

Amounts Reimbursed

The amounts reimbursed for mileage or meal expenses are at the current civil service rates.

Intersessional Period

In any period when the legislature is not sitting **and** has not sat for at least 10 days, you may claim committee expenses authorized by the Speaker, for the purpose of attending a meeting of a Standing or Special Committee or LAMC.

Authorized Intersessional Committee Expenses (as approved by the Speaker)

The following are authorized travel expenses for the purposes of attending an intersessional committee meeting:

1) Private Vehicle Mileage

You may claim mileage by private vehicle to attend an intersessional committee meeting. For claiming purposes only, reimbursement rates for mileage expenses are determined by the location of your constituency, not by where the travel occurs. Winnipeg and Southern Members are reimbursed at the southern civil service mileage rate and Northern Members are reimbursed at the northern civil service mileage rate. Please refer to **Schedule 1** in the **Schedules section** of this Manual for civil service southern and northern mileage rates.

2) Transportation other than by Private Vehicle

The **actual cost of travel and travel-related expenses** for:

- **air fare**, includes regularly scheduled commercial flights at economy rates when possible, charter air fare and Manitoba government aircraft.
- **train fare**.
- **bus fare**.
- **car rental**, includes the cost of extra insurance when renting a car, but does not include any refundable deposits.
- **taxi fare**.
- **parking**, includes short term parking, overnight parking when not provided with accommodation, and parking at an airport or other terminal when the cost is more economical than bus or taxi charges to the terminal. It **does not** include Members' parking at the Legislative Building or parking fines.

3) Accommodation

The actual cost of accommodation expenses which includes:

- **commercial accommodation** for a single hotel or motel room. The 'government rate' should be requested when booking the accommodation.
- **incidental travel 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.
- **business long distance calls, fax or internet connection charges**, related to Legislative Assembly business.
- **one personal call for every third consecutive overnight stay at the civil service allowable rate.**

4) Meals

This includes:

- **meals** consumed when claiming travel expenses in Manitoba **at the civil service individual meal or per diem rate applicable to the area where the meal was consumed.** Meals may also be claimed at the receipted amount if that amount is less than the civil service individual meal rate.

Meals consumed in the areas covered by remoteness allowances are claimed at the northern rate. This includes the areas throughout the Northern constituencies of Thompson, The Pas, Flin Flon and Kewatinook and also includes the communities of Bissett, Crane River, Dauphin River (Anama Bay), Easterville, Grand Rapids, Manigotagan, Matheson Island and Waterhen.

Meals consumed in all other areas are claimed at the southern rate.

Please refer to **Schedule 1** in the **Schedules section** of this Manual for current civil service northern and southern meal 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.**

Private vehicle mileage, meals and incidental travel expenses are claimed at civil service rates. (Meals may also be claimed at the receipted amount if that amount is less than the civil service individual meal rate.)

2. **Reimbursement of expenses.**

You will need to provide proof of payment and any required supporting documentation. 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. **Direct payment to a third party.**

If a **travel expense exceeds \$100.00**, you may request that it be paid directly to the person or vendor to whom it is owed. You will need to provide an original invoice, contract or other document evidencing the expense owed and any required supporting documentation. Each direct payment request must be submitted on a separate claim form.

4. **Expenses reimbursed from another source.**

Expenses reimbursed from another source, including another allowance, are not claimable under the Intersessional Committee 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.

For example, a meal cost may be claimable from more than one allowance. You should note whether the meal cost is an Intersessional

Committee Allowance, Travel Allowance, Living Allowance or other expense. This record keeping will assist you in determining if any portion of an expense is reimbursable or payable from another source, including another allowance.

5. Federal and provincial tax.

Members are not exempt from federal or provincial taxes.

Intersessional Committee Allowance Claim Form and Supporting Documentation

Intersessional Committee Allowance Claim Form

A claim for any Intersessional Committee Allowance expense must be made on the Intersessional Committee 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 Intersessional Committee Allowance claim form provides space for the Member to identify the committee meeting for which expenses are being claimed.

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.

- in the case of a fee for metered parking, a statutory declaration setting out the parking location, the amount of the fee, and the date it was paid. This is the only situation where a statutory declaration is allowed. Please refer to **Schedule 15 - Statutory Declaration Respecting Fee for Metered Parking** in the **Schedules section** of this Manual.

If payment is to be made directly to a third party, rather than reimbursement to a Member:

- instead of proof of payment, the Member must provide an original invoice, contract or other document evidencing the expense owed.

Proof of payment is not required for the following expenses claimed under the Intersessional Committee Allowance:

- personal vehicle mileage at civil service rates.
- meal expenses at civil service rates.
- incidental expenses at civil service rates.

Additional Supporting Documentation

Claims for certain allowable expenses under the Intersessional Committee Allowance require additional supporting documentation. The expenses and the additional supporting documentation are:

air fare - *Claims for air fare must include flight information indicating dates, flights and cost, as well as the boarding pass (or charter flight passenger list) related to those flights.*

car rental - *A copy of the car rental agreement must accompany the claim.*

meals - *Claims for meal expenses under the Intersessional Committee Allowance must include the location (city, town or village) of the meal. When claiming meal expenses at civil service rates, it is not necessary to provide proof of payment. No receipts are required. If the actual cost of the meal is being claimed, a receipt must be provided indicating the name of the restaurant or other facility that provided the meal.*

mileage by private vehicle - *Claims for mileage must include on the claim form or on an excerpt from a log book accompanying the claim form, the following information:*

- *the date of the trip*

- *the trip starting point and the destination. The destination must have*
 - i) *the name of the city, town or village and, in the case of Brandon or Winnipeg, the name of the street or any other description acceptable to the Members' Allowances Office (such as Legislative Building)*
 - ii) *if not to a town or near a town, then the nearest town or other description acceptable to the Members' Allowances Office (such as Asessippi Provincial Park)*
- *the trip distance*

It is not necessary to provide proof of payment when claiming mileage under the Intersessional Committee Allowance. No receipts are required.

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

Intersessional Committee Allowance expenses are **not** eligible expenses 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 Intersessional Committee Allowance

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

Definitions

Please refer to the **Definitions section** of this Manual for the definitions of:

- “authorized expense”
- “civil service mileage rate for travel by private vehicle”
- “commercial accommodation”
- “common-law partner”
- “direct financial interest”
- “in areas covered by remoteness allowances”
- “in all other areas”
- “intersessional period”
- “LAMC”
- “non-arm's-length expenses”
- “non-commercial accommodation”
- “relative”
- “Winnipeg, Southern and Northern Members”

Listing of Schedules

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