

Travel Allowance

Eligibility

All Members are entitled to reimbursement of authorized travel expenses incurred while acting on constituency or Legislative Assembly business. Travel expenses incurred by a person representing the Member on constituency business are eligible for reimbursement as well. However, any travel expenses related to membership in a political party or travel to a political rally or a nomination meeting, are not eligible.

Entitlement to the Travel 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 Travel Allowance.

Allowance

Each Member is entitled to claim Travel Allowance expenses to a maximum annual amount that is:

- a) for Winnipeg Members - a Winnipeg Member base amount.
- b) for Southern Members - the total of a Southern Member's base amount and the value of 65 return trips by private vehicle between the constituency and the Legislative Building.
- c) for Northern Members - the total of a Northern Member's base amount and the value of 52 return trips by air between the constituency and the Legislative Building.

A table entitled "*Allowance Entitlements for the Fiscal Year*" is located at the beginning of this Manual and indicates the base amounts for Winnipeg and Northern Members. The base amount for each Southern Member is a calculation based on the size of the constituency. Out-of-province travel expenses may be claimed up to the maximum amount indicated. This amount is part of your Travel Allowance and is not an additional entitlement.

When a Member's Travel Allowance is depleted, travel expenses incurred may be claimed (using the Travel Allowance claim form) under the Constituency Allowance, if funds are available. The authorized expenses are the same as those that are claimable under the Travel Allowance. The expenses are processed in the category of *Office Operation Expenses*, under the Constituency Allowance.

Southern Members and Northern Members **must complete a declaration** to establish eligibility for the amount of the Travel Allowance prior to claiming travel expenses. Completed declarations are submitted to the Members' Allowances Office in Room 9B, Legislative Building. Please refer to **Schedule 12** - Declaration Respecting Eligibility for Southern Member's Travel Allowance and **Schedule 13** - Declaration Respecting Eligibility for Northern Member's Travel Allowance in the **Schedules section** of this Manual.

Calculation of Amounts

Amounts Calculated April 1

The amount of the Member's Travel Allowance is determined on April 1 of each new fiscal year. There is **no re-calculation** of amounts during a fiscal year even if:

- a Member moves,
- civil service mileage rates change, or
- round trip air fare rates change, respecting Northern Members' Travel Allowance

Cost of Living Adjustment

Cost of living adjustments are applied to the maximum annual base amounts for Winnipeg, Southern and Northern Members on April 1 of each fiscal year. The cost of living adjustment is also applied to the maximum annual amount allowed for out-of-province expenses.

The cost of living adjustment is **the percentage increase or decrease in the Consumer Price Index for Manitoba over the course of the previous calendar year**. The adjusted amount is rounded up to the nearest dollar.

Prorating of Allowance

When a new Member is elected in a by-election or a general election, the amount of his or her Travel Allowance is prorated from election day to the

end of the fiscal year. 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 Travel Allowance for the remainder of the fiscal year. An exception to this is for Southern Members after the October 4, 2011 general election. If you are a Southern Member, your Travel Allowance will be recalculated after the 2011 general election based on the new constituency boundaries and will be prorated for the remainder of the fiscal year.

Southern Members

Your Travel Allowance is the total of:

- a base amount that takes into account the size of your constituency. Please refer to **Schedule 14** - Grouping by Size of Southern Constituencies in Square Kilometres in the **Schedules section** of this Manual.
and
- the value of 65 round trips by car at civil service rates. The value of a round trip is based on the one-way distance declared by you, as at April 1 of each fiscal year, between the Legislative Building and your residence in the constituency (or place of nomination if you do not reside in the constituency). The round trip kilometres are multiplied by the southern civil service mileage rate.

Northern Members

Your Travel Allowance is the total of:

- a base amount for Northern Members
and
- the calculation of 52 round trips by air based on the cost of airfare as at April 1 of each fiscal year, for a round trip by economy class on a regularly scheduled commercial airline or by air charter where no regularly scheduled commercial air service exists, between the Winnipeg James Armstrong Richardson International Airport and the government airport or landing strip nearest your residence in the constituency (or place of nomination if you do not reside in the constituency).

Over 25,000 Kilometres

After you have claimed 25,000 kilometres in a fiscal year, the mileage rate reimbursed to you is increased by 0.05¢/km. The Members' Allowances Office tracks all kilometres you claim and automatically reimburses you at the higher rate for all kilometres claimed over 25,000. The increased

mileage rate does not affect the amount of your Travel Allowance, just the rate at which it is reimbursed.

Authorized Travel Expenses

The following are authorized travel expenses:

1) Private Vehicle Mileage

You may claim either mileage by private vehicle **or** vehicle lease expenses.

Mileage by private vehicle is claimable for travel anywhere in Manitoba. Travel outside of Manitoba is covered later in this Chapter under Out-of-Province Travel.

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.

Members claiming mileage by private vehicle may claim the cost of an annual **CAA Manitoba membership**.

Non-Winnipeg Members claiming mileage by private vehicle may claim the **additional cost of automobile insurance** that is attributable to commuting to Winnipeg.

OR

Vehicle lease expenses are claimable provided that the Member does not exercise any option to buy the vehicle. The following are allowable vehicle lease expenses:

- **monthly lease payment.**
- **non-refundable down payment.**
- **insurance** costs.
- **maintenance** costs such as oil change, car wash, etc.
- **repairs** not covered by warranty.

- **gasoline.**
- **deductible** costs, in the event of an insurance claim.

Members may **not claim** the security deposit, a refundable down payment or any mileage. If a Member ceases to be a Member during the duration of a vehicle lease, any lease expenses after the month the Member ceases to be a Member are the responsibility of the Member.

Members claiming vehicle lease expenses should keep a record of business and personal mileage for income tax purposes. A Member may only claim business use, but the Members' Allowances Office will not require the Member to substantiate the percentage claimed for business use with any supporting documentation. However, Canada Revenue Agency (CRA) may require the Member to substantiate the extent of personal use.

CRA considers an allowance for the use of a motor vehicle to be in excess of a reasonable amount and therefore considered **income**, except where the allowance is computed on mileage with no other reimbursement of automobile expenses. **Members should contact CRA for the income tax implications** and reporting requirements regarding vehicle lease expenses.

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.
- **private accommodation**, only if commercial accommodation is not reasonably available. This includes an overnight stay at an official's house or other private accommodation where no charge is made.

For private accommodation expenses, you may claim the expense of a host or hostess gift (actual gift, not cash) up to 80% of the costs that would otherwise have been incurred for a single hotel or motel room, including appropriate meals at the civil service rate. If the amount claimed for the host or hostess gift includes the cost of meals at the civil service rate, then you may not claim for those meals in addition to the gift cost.

- **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 constituency or 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 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.

5) Out-of-Province Travel

Expenses for out-of-province travel, including registration fees for conferences or courses that are claimed under a Member's Constituency Allowance, may be reimbursed up to the maximum annual amount allowed. Please refer to the table entitled, "*Allowances Entitlements for the Fiscal Year*" at the beginning of this Manual for the current maximum amount allowed for all out-of-province expenses. *Please provide the purpose of the out-of-province conference or meeting on your claim form or accompanying documentation.*

The following out-of-province travel expenses are claimable under your Travel Allowance (using the Travel Allowance claim form):

- **airfare**, single economy rate on a regularly scheduled commercial airline.
- **commercial accommodation** for a single hotel or motel room. The 'government rate' should be requested when booking the accommodation.
- **meals** consumed when claiming travel expenses **at the** civil service individual meal or per diem **rate** or the actual cost of the meal.
- **incidental travel expenses** at civil service rates for each overnight stay for out-of-province accommodation. 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 constituency or Legislative Assembly business.
- **one personal call for every third consecutive overnight stay at the civil service allowable rate.**
- **personal vehicle mileage**, at civil service rates.

- **car rental expenses**, including the cost of extra insurance when renting a car, but not including any refundable deposits.
- **taxi fare** or bus fare.

The following out-of-province travel-related expense is claimable under the Constituency Allowance subject to the out-of-province travel maximum annual amount (*using the Constituency Allowance claim form*):

- **registration fees** for out-of-province conferences or courses.

Members may **not claim**:

- personal costs such as entertainment, alcoholic beverages, or telephone calls beyond those allowed as indicated above.
- any costs related to a spouse or common-law partner or to children such as travel, accommodation, meals, registration fees, entertainment, child care expenses, etc.
- another Member's costs.
- registration fees or travel costs paid for by the Legislative Assembly Parliamentary Associations budget.
- travel expenses on Ministerial or Executive Government business.

Please refer to **Schedule 1** in the **Schedules section** of this Manual for civil service meal, mileage and incidental expenses 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. (Out-of-province meal expenses may be claimed at the actual cost.)

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. Prepayment of expenses.

Expenses that are normally prepaid such as vehicle lease expenses and insurance may be claimed at the time payment is due. If for any reason the prepaid expense becomes an ineligible expense (because you cease to be a Member, for example), any balance of the prepaid expense becomes a debt to the Province.

5. Expenses reimbursed from another source.

Expenses reimbursed from another source, including another allowance, are not claimable under the Travel 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 a Travel Allowance, Living Allowance or other expense. This record keeping will assist you in determining if the Travel Allowance expense is reimbursable or payable from another source, including another allowance.

6. Federal and provincial tax.

Members are not exempt from federal or provincial taxes.

Travel Allowance Claim Form and Supporting Documentation

Travel Allowance Claim Form

A claim for any travel expense must be made on the Travel 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 Travel Allowance claim form provides space for the Member to indicate the purpose of each trip for which expenses are being claimed. The *Members' Allowances Regulation* provides that a Member may indicate the purpose of the trip as being for constituency business or legislative business or both. You will enter C or L or C/L on the Travel Allowance claim form. For out-of-province travel, please provide the name of the conference or seminar.

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 Travel 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 Travel 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.*

gasoline - *A gas receipt for a car rental or when leasing a vehicle is required.*

meals - *Claims for meal expenses under the Travel 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 or Health Sciences Centre)*
 - 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 Travel Allowance. No receipts are required.

taxi fare - *A taxi receipt is required.*

vehicle lease expenses - *A copy of the lease agreement must be provided to the Members' Allowances Office.*

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 travel 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 Travel Allowance

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

Definitions

Please refer to the **Definitions section** 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”
“LAMC”
“non-arm's-length expenses”
“non-commercial accommodation”
“private transient 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 Travel Allowance Chapter.

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