

Per diem allowances for transportation expenses and certain meal expenses reimbursed for the election period

Reference: *Election Act*, Sections 424, 432 and 434

PURPOSE

The purpose of this directive is to provide a framework for the acceptance and payment of per diem allowances relating to transportation expenses and certain meal expenses.

APPLICATION FRAMEWORK

The applicant can always ask the official agent to reimburse him for his transportation and meal expenses based on the real costs incurred, as supported by the appropriate vouchers.

However, subject to acceptance by the official agent, the applicant may also ask to be reimbursed for his transportation expenses and for certain meal expenses on a per diem basis.

The amounts of the per diem allowances stipulated in this directive were set, for the most part, pursuant to the directive concerning reimbursable travel expenses and other inherent costs. To learn the rates in force at the time of an electoral event, please refer to the website of the Chief Electoral Officer.

PER DIEM ALLOWANCES

Transportation expenses

The applicant may ask to be reimbursed on the basis of a per diem allowance established according to a maximum amount granted per kilometer.

Meal expenses during a bus tour

For meals taken during a trip made as part of a bus tour, a per diem allowance may be claimed for breakfast, lunch and supper, including tips and taxes.

MEAL EXPENSES FOR POLLING DAY AND ADVANCE POLLING DAY

On polling day and advance polling day, a maximum per diem allowance for meal expenses of up to \$25 per day can be reimbursed by the official agent, namely \$10 for lunch and \$15 for supper.

VOUCHERS

Per diem allowances for transportation expenses

When a personal automobile vehicle is used and when the round trip, for each full day, exceeds 180 kilometres, the applicant must provide proof of travel (gas bill or parking receipt) showing that he paid expenses related to the use of his automobile.

However, no proof of travel is required for a round trip of less than 180 kilometers, for each full day, when a personal vehicle is used.

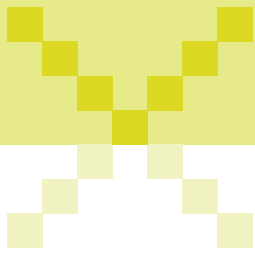
Per diem allowances for certain meal expenses

The applicant (see the two situations described in the per diem allowances section) may benefit from the allowance for meal expenses without a voucher.

In all other situations, the reimbursement of meal expenses is made based on the real costs and following remittance of the bills, receipts or other relevant vouchers.

FORM TO COMPLETE

The person who claims per diem allowances must use the form proposed at the end of this directive or any other document indicating the necessary supporting information for the purposes of the payment of the per diem allowances. A model version of the required form is reproduced on page 3 of this directive. The application for reimbursement of transportation expenses and certain meal expenses must be signed by the applicant and include the signature of approval of the official agent.



DGE-261-VA (18-01)

Application for reimbursement of travel and meals expenses

Last name		First name	
Address			
Duties			
Accompanied by			

Date Month Day	Account details or remarks (Point of departure, stop and arrival)	Auto		Taxi or public transportation*	Parking and others*	Actual costs* or daily allowance (including tips and taxes)				Miscellaneous*		
		Kilometrage				Breakfast	Lunch	Dinner	Housing or hotel			
Total kilometrage		X		(B)	(C)	(D)	(E)	(F)	(G)			Miscellaneous
Kilometrage x Rate =		(A)	(B)	(C)	(D)	(E)	(F)	(G)				
Signature of the person making the application				Date								
Official agent's signature of approval				Date	Add D + E + F + G ▲							
				Date	Add A + B + C ▲							
												Total claimed

* Enclose vouchers