

# COMMITTEE WITNESS EXPENSE CLAIM FORM



**INSTRUCTIONS:**

- Acknowledge having read the terms of reimbursement in section 6.
- For a virtual appearance, complete sections 1, 2 and 4.
- For an in-person appearance, complete sections 1, 3 and 4.
- Instructions to return the form are in section 5.
- All pages and supporting documents must be emailed or postmarked within 60 days of the date of appearance. Claims received beyond this deadline will be denied.
- If more space or additional comments or justifications are required, please attach them to this claim.
- Any other expense not listed in this form requires prior authorization from the committee clerk.
- Processing time is typically 10 business days after the claim and all supporting documents have been received.

Section 1: Witness Information				
<b>Last name:</b>		<b>First name:</b>		<b>Date of appearance:</b>
<b>Committee</b>			<b>Time of appearance:</b>	
<b>Study</b>				

Section 2: Headset Expense Information				
	<b>Amount (Including PST)</b>	<b>GST/HST</b>	<b>QST</b>	<b>Amount claimed</b>
<b>A – Headset</b> <i>(Please attach receipts)</i>				
Applies to the purchase of a headset for an appearance before a committee.				
<b>B – Other</b> <i>(Requires written authorization from the committee clerk prior to appearance. Please attach receipts)</i>				
Please specify <i>(e.g.: Internet access)</i>				
<b>GL Account</b>	<b>Amount (including PST)</b>	<b>GST/HST</b>	<b>QST</b>	<b>Amount Claimed</b>
	51251	13362	13372	
<b>Total</b>				

Certification	
<i>I hereby certify that I have spent the amounts indicated; the account stated herein is correct and final in all respects; these expenses are not covered by another source and were incurred as a result of appearing before the above Committee.</i>	
<b>Witness Signature</b>	<b>Date</b>

# COMMITTEE WITNESS EXPENSE CLAIM FORM

## Section 3: Travel Expense Information

### A – Transportation *(Please attach detailed receipts)*

Date	Transportation <small>(Air, train, taxi, bus, public transit, rental vehicle, ride sharing, parking)</small>	From <small>(location)</small>	To <small>(location)</small>	Amount <small>(including PST and airline fees)</small>	GST/ HST	QST	Amount claimed

### B – Private Vehicle (total kilometres both ways) *(Please attach map printout)*

Date	From/To <small>(location)</small>	To/From <small>(location)</small>	Distance <small>(km)</small>	Rate <small>(\$/km)</small>	Amount claimed
				0.584	

### C – Meals and Incidentals *(per diem allowances)*

Date <small>(From/To)</small>	Description	Maximum allowance per day (\$)	No. of day(s)	Amount claimed
	Breakfast	27.95		
	Lunch	27.00		
	Dinner	56.85		
	Incidentals	17.30		

### D – Accommodation *(Please attach receipts)*

Date <small>(From/To)</small>	Description	No. of nights	Amount <small>(including PST and levy fees)</small>	GST/ HST	QST	Amount claimed

### E – Other *(Requires written authorization from the committee clerk prior to appearance)* *(Please attach receipts)*

Date	Description	Amount <small>(including PST)</small>	GST/ HST	QST	Amount claimed

GL Account	Amount <small>(including PST)</small>	GST/HST	QST	Amount Claimed
	51249	13362	13372	
<b>Total</b>				

### Certification

*I hereby certify that I have spent the amounts indicated; the account stated herein is correct and final in all respects; these expenses are not covered by another source and were incurred as a result of appearing before the above committee.*

**Witness Signature**

**Date**

# COMMITTEE WITNESS EXPENSE CLAIM FORM

## Section 4: Reimbursement Information *(all fields must be completed)*

**Payable to:**

**Email:**

**Address:**

<b>City:</b>	<b>Province/Territories/State:</b>
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<b>Country:</b>	<b>Postal/Zip Code:</b>
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**Form of payment:**      **Cheque**                                      **Or Direct Deposit** *(complete section below to register)*

### Register for direct deposit

Please complete this section to register for direct deposit and **attach a void cheque** (copy accepted) **or a direct deposit form** from your bank account.

**Authorization**

*I, as the person entitled to receive the payments or as a representative, authorize the Receiver General for Canada to deposit payments directly into the bank account information associated with the attached cheque (or copy) or direct deposit form.*

**Witness Signature:**

**Date:**

## Section 5: Return Claim

Email signed form with receipts to the Committee.

Or mail signed form with receipts to:

*Indicate full name of the Committee*  
 Witness Expense Claims  
 Committees and Legislative Services Directorate  
 House of Commons  
 6th Floor, 131 Queen Street  
 Ottawa, Ontario K1A 0A6

### FOR INTERNAL USE ONLY

<b>Fund: 510</b>	<b>Cost Centre:</b>	<b>Project Code:</b>
<b>TEXT:</b>		<b>Total amount to be reimbursed:</b>
<b>Fiscal Year: 2024-2025</b>	<b>Session: 44-1</b>	
<b>Verified by:</b>	<b>Date:</b>	
<b>Financial authorization:</b>		<b>Date:</b>

# COMMITTEE WITNESS EXPENSE CLAIM FORM

## Section 6: Terms of Reimbursement

Claims are verified using the *Financial Management and Policy Guide for Committees*. Should there be a substantial negative difference between the amount requested and the reimbursement, the committee clerk will contact you. The expenses claimed must be directly related to the witness' appearance before the Committee.

### Headset Expense Information

Should time constraints or location not permit delivery of a wired headset with boom microphone from the House of Commons (typically 48-72 hours), witnesses are authorized to purchase a headset meeting specifications ([Guide For Witnesses Appearing Before House Of Commons Committees](#)) and seek reimbursement for a maximum amount of \$250. Any other expense requires prior authorization from committee clerk.

### Travel Expense Information

#### A – Transportation (*Air, train, taxi, bus, public transit, rental vehicle, ride sharing, parking*)

Witnesses are required to choose the **most economical, yet practical, means of transportation** between their residence/workplace and the location of the hearing.

Air	<ul style="list-style-type: none"> <li>Witnesses must book economy class and it is recommended that the lowest refundable fares be used whenever possible.</li> <li>Witnesses may not claim flight tickets purchased with frequent flyer points or other personal programs.</li> <li>Business class is only allowed during international travel if continuous air travel exceeds nine hours.</li> <li>If a witness' appearance is canceled, contact the committee clerk.</li> </ul>
Train	The standard for rail travel should be Economy Plus. Business class is only allowed if continuous travel exceeds nine hours. If the Economy Plus fare is unavailable, contact the committee clerk.
Taxi	Actual expenses incurred, including gratuities, may be reimbursed.
Vehicle rental	Witnesses may be reimbursed if vehicle rental is more convenient and/or more economical than other means of transportation. Provide receipts for fuel costs and rental. The per-kilometre rate is not an expense that can be claimed.
Ride-sharing	Witnesses may use ride-sharing services, such as Uber and Lyft, if they meet the necessary regulatory, legal, insurance and safety requirements, as well as any other requirements that may apply.
Parking	Witnesses may be reimbursed parking fees if using a private or rental vehicle.

#### B – Private Vehicle

Witnesses who use their own vehicle to travel to the hearing or for a portion of their trip (e.g.: travel to an airport) may claim an allowance for each kilometre traveled for official use, if there is no means of transportation more direct and economical. Ensure that a map printout (Google Map) is attached, indicating the start and end addresses/locations and the total number of kilometres (both ways) claimed. If in doubt, contact the committee clerk.

#### C – Meals and Incidentals

**Meals:** The cost of meals is reimbursed up to the maximum daily allowance based on the travel itinerary of the witness and receipts are not required. Meal allowances are not reimbursed when a meal has been provided by a carrier or included with the accommodation (e.g.: breakfast). Eligible meals are calculated based on the time the witness leaves for the hearing and the time the witness returns to their residence or workplace. Refer to the table below to complete your claim:

If the witness leaves their residence or workplace after:	If the witness returns to their residence or workplace:
9:00 a.m. - not eligible for breakfast allowance.	Before noon - eligible for breakfast.
2:00 p.m. - not eligible for breakfast and lunch allowance.	In the afternoon - eligible for breakfast and lunch.
8:00 p.m. - not eligible for any daily meal allowance.	After 7:00 p.m. - eligible for all daily meal allowances.

**Example:** If a witness leaves their residence at 8:00 a.m. on Monday and returns to it on Tuesday at 2:00 p.m., 2 breakfasts, 2 lunches, 1 dinner, and two full days for incidentals may be claimed

**Incidentals:** Applies to miscellaneous expenses, not otherwise provided for in these guidelines (e.g., gratuities-except for taxi, laundry, etc.). Witnesses are entitled to claim the full daily allowance for incidental expenses for any day or portion of a day on travel status related to the hearing.

#### D – Accommodation

- The costs of one night's accommodation near the location of the committee hearing may be reimbursed for a standard single room. If you are unable to obtain accommodation at a rate that does not exceed \$300 (before taxes), or if more than one night is required, please contact the committee clerk. Points or other personal programs cannot be used.
- Witnesses coming from Kingston, Montreal, or Toronto, or from areas where it is possible to travel to Ottawa and back on the same day are not entitled to be reimbursed for accommodation costs unless they are appearing at an early or a late meeting, or in the case of severe weather. Contact the committee clerk to confirm eligibility.
- Include levy fees, Municipal Accommodation Tax or Destination Marketing Fee, or Municipal and Regional District Tax.
- The use of accommodation-sharing services must meet the necessary regulatory, legal, insurance and safety requirements, as well as any other requirements that may apply.
- Witnesses who choose private non-commercial accommodation (e.g., family or friends) may be reimbursed up to \$50 per night.
- In the event of the cancellation of a committee hearing, provided that sufficient notice is given, penalties incurred for the non-cancellation of guaranteed hotel reservations are the responsibility of the witness and will not be reimbursed by the Committee.

#### E – Others (*For authorization, please contact the committee clerk, in writing, prior to incurring any of these expenses.*)

- Other expenses may be considered on an individual basis (e.g., Internet access, photocopies)
- A witness who is required to travel could be reimbursed reasonable dependant care expenses up to a daily maximum of \$75 per household with a receipt or a declaration.