

TRAVEL, MEAL & HOSPITALITY EXPENSES REVIEW

The Ontario Travel, Meal and Hospitality Expenses Directive:

- Sets out the principles, rules and framework for the reimbursement of expenses.
- Requires public disclosure of information about expenses on the agencies' public website.

Role of the OIC

The Integrity Commissioner reviews travel, meal and hospitality expenses for selected entities to ensure compliance with the Ontario Travel, Meal and Hospitality Expenses Directive. This role is set out in the *Public Sector Expenses Review Act, 2009*.

The Commissioner may choose to review the expenses incurred at any public body listed in the *Public Service of Ontario Act, 2006*. The Commissioner will review expenses for:

- 1) Appointees (*quarterly*)
- 2) Senior Management Employees (*quarterly*); and,
- 3) The five employees (Top 5) with the highest cumulative expenses (*semiannually*).

Principles Governing the Reimbursement of Expenses

See section 2.0 (Principles) in the Ontario Travel, Meal and Hospitality Expenses Directive

- Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals and hospitality support government objectives.
- Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Legitimate authorized expenses incurred during the course of government business are reimbursed.
- Best practices are in place (see Directive for examples).

Notable Expense Rules from the Directive

- Expenses for meals purchased will be reimbursed at the established meal reimbursement rates.
 - Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars or conferences.
- Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the government of Ontario.
- Travel does not refer to a person's regular commute to work.
- Consider whether the mode of transportation is the most practical, economical way to travel.
- Reimbursement will be made for single accommodation in a standard hotel room.

The Integrity Commissioner can provide advice on whether a particular expense is allowable or provide general guidance on expenses.

For further information

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