



## Submitting your expense claim – Checklist

- Use the proper claim form
- Obtain an authorizing signature

The Claimant's signature is required on the claim form as well as the *Authorizing Signature*.

The Executive Assistant /Chief of Staff, as delegated by the Minister, is responsible for approving and authorizing the expense claims. The Minister authorizes the E.A./Chief of Staff's expense claims and can authorize their staffs' expense claims if the E.A./Chief of Staff is not available. A Minister or P.A. **cannot** authorize their own expense claims.

The senior person as delegated by an Opposition leader is responsible for approving and authorizing the expense claims. The Opposition leader authorizes the designated person's expense claims and can authorize their staffs' expense claims if the designated senior person is not available.

- Provide detailed information to support the business purpose of the expense

The purpose of providing this information is to be able to identify expenses related to certain events in the future.

### Acceptable

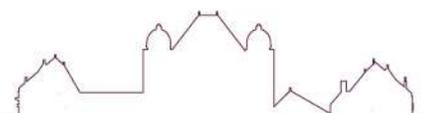
- "Accompanied Minister for opening ceremony of ABC Hospital"
- "Hospitality lunch with government stakeholders to discuss XYZ impact"

### Not acceptable:

- "Government Business/Ministry Business"
- "Meal while traveling"
- "Late night working dinner"
- "Working breakfast/lunch/dinner re: "health issues/education issues"
- "Ministry Tour"

- Provide all supporting itemized receipts

Clear, legible copies of receipts are required for **all expenses** being claimed, except for meals. Meal receipts are not required.



- Ensure the correct meal rates have been claimed

Claimants are allowed the following meal rates regardless of the actual meal cost.

**Breakfast: \$10.00**

**Lunch: \$12.50**

**Dinner: \$22.50**

Meals should not be claimed if provided in the cost of accommodation, travel or at a conference / Seminar.

Supporting documentation for any exceptions should be included with the claim.

- Ensure you are only claiming for reasonable Gratuities

*e.g.* 10%-15% on a taxi fare

- Provide *To* and *From* information for all travel, including taxis

Provide means of travel to and from all destinations, even if no claim was made.

*e.g.* Travelled to airport in Minister's car or travelled with family.

If claiming for taxi or mileage, ensure the "to" and "from" information is documented.

- Document explanations for expenses that may need clarification

Provide explanations on the claim for items that may require clarification.

*e.g.* Advise why a particular hotel was chosen, if the amount is greater than that offered in the federal accommodation database.

Advise the reason a midsize vehicle was rented as opposed to a compact car.

*The Integrity Commissioner is an independent officer of the Legislative Assembly of Ontario. The Commissioner has responsibilities related to MPP integrity, ministers' staff ethical conduct, disclosure of wrongdoing, lobbyist registration and expenses review.*

*Inquiries about Expenses Review can be directed to [expenses@oico.on.ca](mailto:expenses@oico.on.ca).*

*Office of the Integrity Commissioner, 2 Bloor Street West, Suite 2100, Toronto, Ontario, M4W 3E2*

