

General Information

This form is to be used by Cabinet Ministers and their staff and Parliamentary Assistants and their staff to claim ministerial expenses.

For questions/clarification on how to complete this form or how to record critical information, please contact the Financial Processing Operations Branch (FPOB) – Ministerial Claims for assistance: 1-888-444-7618.

Due to audit, accountability and public disclosure requirements, expense claims must be complete and accurate. Ministries must retain originals of all claims and supporting documentation for audit, *Freedom of Information and Protection of Privacy Act* (FIPPA) and records management purposes.

For More Information

Refer to the:

- [Allowance expense rules for Cabinet Ministers and Opposition Leaders](#)
- [Cabinet Ministers' and Opposition Leaders' Expenses Review and Accountability Act, 2002](#)
- information as defined on the [Office of the Integrity Commissioner website](#)

Submitting A Claim (by Claimant)

- Complete and sign the form, attach all applicable receipt(s) and any pre-authorized travel form(s) (if applicable), and submit to your approver for approval.
- Receipts must have company information on the receipt, showing their address, dates and rates of services and payments.

- **Reimbursement of Expenses**

Reimbursements will be made within 5 business days from receipt of the approved claim in Ontario Shared Services (OSS) provided all requirements are met on the form and you are registered for electronic funds transfer (direct deposit).

If this is your first claim, please fill out the [Application for Electronic Funds Transfer \(Direct Deposit\) for Employee Expense Claim Reimbursement form 7540-2024](#).

- **Submitting Your Claim**

- Follow your office instructions for retaining the original expense claim for Audit, FIPPA and Records Management purposes.
- Once the form is completed and approved, scan and email the completed form with all applicable receipt(s) and any prior approval to OSSMinisterialExpenseClaimSubmissions@ontario.ca for processing.

Additional Questions and Enquiries

For questions and enquiries about processing of your expense claim, contact FPOB at 1-888-444-7618.

How to Use This Form

The form consists of two parts – "Ministerial Expenses Claim for General Expenses" and "Ministerial Expenses Claim for The Integrity Commissioner's Office".

- Check the "Ministerial Expenses Claim for The Integrity Commissioner's Office" checkbox on the main page then select the "Access to Form" button. This will automatically bring you to this data form.
- To return to the main page, select the "Clear Form" button in the data form.

Complete the form electronically as some fields are interactive depending on the selected option.

Instructions for Completing the Expense Claim

A. General Information

Purpose Statement Field	The purpose field must be completed and provide information about the reason for travel. This information is used for public disclosure. The purpose statement must be clear, concise and summarized at a high level. Do not include unnecessary details that may disclose sensitive/confidential.
Destination Field	The field should capture a city and province or city and country (e.g., Windsor, ON; New York, NY, United States; London, England). For more information refer to the Guide on the Public Posting of Expense Information for Cabinet Ministers, Parliamentary Assistants and their Respective Staff .
Attendees (Government Attendees)	Enter only the names of government attendees (i.e., ministry employees, provincial agency employees, hydro organization employees, Cabinet Ministers and their respective staff, and Parliamentary Assistants and their respective staff) for whom you have incurred an expense. Do not list yourself as an attendee. This information is captured for public disclosure.
Attendees (All Others)	List only the number of external individuals (non-government attendees) for whom you have incurred an expense (e.g., 2). Do not count yourself as an attendee. This information is captured for public disclosure.
WIN ID	If claimant does not have a WIN ID contact the Financial Processing Operations Branch – Ministerial Claims for assistance: 1-888-444-7618.
Office Address	Ensure the full and proper Office mailing address is provided. Make sure that your WIN profile is updated with your current address.
Amount Payable to Claimant and Total Expense Amount	The “Amount Payable” is the total of the items that are not centrally billed (e.g., airfare that is paid through a Travel Card and paid centrally through the diversion account). The “Total Expense Amount” includes all items including items that are centrally billed.
Cost Centre	Ensure that the cost centre used is for the ministry in which the expense is being claimed. Name and Signature of Approving Official: for additional information about delegation of authority refer to the Guide on the Public Posting of Expense Information for Cabinet Ministers, Parliamentary Assistants and their Respective Staff .

B. Transaction Details

Notes

1. Due to Audit and Accountability requirements, this section must be completed accurately at all times.
2. For kilometric reimbursement, please refer to the “Kilometric Reimbursement” section below for detailed instructions.
3. For meal allowance, please refer to the “Meals” section below for detailed instructions.

Kilometric Reimbursement

For all kilometres travelled, round up or down, i.e., 16.2 = 16km, 45.5=46km, etc.

KILOMETRES		
Total Kilometres Driven per Fiscal Year	Southern Ontario (\$ per kilometre)	Northern Ontario (\$ per kilometre)
0 – 4,000 km	\$0.40	\$0.41
4,001 – 10,700 km	\$0.35	\$0.36
10,701 – 24,000 km	\$0.29	\$0.30
More than 24,000 km	\$0.24	\$0.25

Meals

Meal expenses are reimbursed at the established meal allowance rates set out in the chart below, regardless of the actual meal costs. This is a meal allowance. Taxes and gratuities are included in the meal allowance rates. Exceeding the meal allowance rates is permitted in very limited circumstances based on managerial discretion.

MEALS	
Meal Type	Meal Allowance Rates within Canada
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50

Please refer to the [Allowance expense rules for Cabinet Ministers and Opposition Leaders](#) for more information.

Instructions for completing fields related to meal allowance

- Each meal type (e.g., breakfast only, lunch only) must be entered separately.
- Expense Item: Select the correct meal expense item type from the drop down list in the “Expense Item” field, i.e., Meals – Breakfast Ontario, Meals – Lunch Canada not Ontario, and/or Meals – Dinner International, etc.
- Item Amount: Enter the meal allowance rate in the “Item Amount” field, e.g., \$10.00 for breakfast.

Notes

- In very limited and exceptional circumstances (e.g., health considerations; limited available options) where a meal expense is higher than the established meal allowance rate, the actual cost of the meal may be reimbursed. In these situations, the claim for reimbursement is to be accompanied by an itemized receipt and a documented explanation for exceeding the rate.

Where the actual meal cost is more than the meal allowance rate, enter the actual meal amount in the “Item Amount” field, i.e., if the actual lunch cost is \$13.50, enter \$13.50 in the “Item Amount” field.

- Federal meal allowance rates are used for meal expenses outside of Canada. The rates are set out in the appendices of the [National Joint Council Travel Directive](#).
- For single meal claims, do not check “Attribution” check box on the form.
- For group meal claims, refer to “Attribution” section below.

Centrally Billed Expenses

Check the centrally billed box if the expense item has been billed separately to a central account, e.g., airfare has been charged to your corporate travel card.

Attribution

When a claimant has incurred an expense on behalf of another political office member (Minister, staff to Minister, Parliamentary Assistant, staff to Parliamentary Assistant), it must be claimed and recorded as a separate expense item line using the “attribution” feature to record the name and WIN of the other individual. For example, the claimant has paid group meal and/or accommodation costs for themselves and another.

The claimant will record one Expense Item line for the amount of their personal cost and a second Expense Item line for amount incurred for the other individual.

Checking the Attribution check box on the second expense line enables fields to record the name of the other individual and their WIN. Using attributions ensures the claimant is reimbursed appropriately while capturing for disclosure and reporting purposes the amount related to the other individual.

C. Certification and Authorization (by Approver)

- Ensure the required fields including IFIS codes are correct.
- Verify that itemized receipts, pre-approved forms etc. are provided and correct.
- Verify and authorize the claim by signing the claim.
- Submit the signed claim with all applicable receipts and prior approval as per the [Allowance expense rules for Cabinet Ministers and Opposition Leaders](#) to the email address at OSSMinisterialExpenseClaimSubmissions@ontario.ca.
- Retain the original approved claim form, itemized receipts and pre-approved forms for audit, FIPPA and Records Management purposes.