



Items to Consider Before and During Your Trip

Transportation

Choose the most economical and practical form of transportation. This could be airplane, train, government car, rental car, personal car, taxi, shuttle, public transit.

Airplane

Choose the most economical fares.

Air Canada (Basic, Standard, Flexible) - Porter (Firm, Flexible).

Book in advance or as soon as possible to get a choice of the most economical fares.

Double check times and dates to minimize change fees.

Request flat rate taxi fares to and from the airport.

Train

Book an economy coach class ticket.

Car rental

Book the car in advance.

Rent the car under “His Majesty the King” and then the Ministry (if applicable).

Choose the most appropriate and economical vehicle for the business purpose.

Decline the Collision Damage Insurance if booking with a corporate card.

Refuel the vehicle before returning it to the rental agency.

Do not choose the prepaid fuel option.

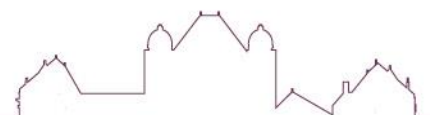
Personal vehicle

Include a Google or MapQuest map with indicated route.

Provide the starting and end points.

Ensure the correct rates have been used (\$0.40 / km South / \$0.41/km North) – Round the distance travelled to the nearest km.

For longer distances, provide an explanation why a personal vehicle was chosen over a rental vehicle.



Accommodation and Meals

Hotel

- Choose an appropriate hotel, taking into account cost, safety and proximity to the event.
- Ensure that a standard single accommodation is booked. Suites and rooms on executive or concierge floors will not be reimbursed.
- Use the [Federal Accommodation Database](#) to determine a reasonable guideline for a hotel rate.
- Ask for the government rate.
- Remove any personal items from the hotel bill.

Meals

- Ensure that you are familiar with the meal rates. You may claim the meal rate regardless of the meal cost incurred.

(These rates include taxes and gratuities)

Breakfast = \$10.00 Lunch = \$12.50 Dinner = \$22.50

- Receipts for meal expenses are not required.
- Meals must have been purchased for a claim to be made.
- Do not claim for a meal if it is provided in the cost of accommodation, conference, or travel.

General

- Keep all your receipts and submit them with each claim.
- Submit expenses as soon as possible after completing your trip.
- Try and group all expenses for the trip together. Reference any expenses paid for on your behalf.

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.

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