



Expense Claim Form - Opposition Leaders' and Staff Travel, Meal and Hospitality Expenses

Reviewable by the Office of the Integrity Commissioner

This form is to be used for all expenses covered by the Cabinet Ministers' and Opposition Leaders' Expense Review and Accountability Act, 2002. All expenses on this form are subject to the rules governing allowable expenses, established under Section 5 of the Act.

The collection of personal information on and attached to this form is necessary for the reimbursement of expenses claimed on this form. The information will be disclosed to Financial Services and the Office of the Integrity Commissioner in accordance with Section 8 of the *Cabinet Ministers' and Opposition Leaders' Expenses Review and Accountability Act 2002*.

Please complete, sign and attach all original receipts and submit to approving official.

Section A: Claimant's Details

Name of Employee (Last, First): LIB NDP **Amount Paid:** **Amount Payable to Claimant:**

Employee's Title: Leader Staff Claimant's E-mail:

Mailing Address: (Street Name, Apt #, City/Town, Province, Postal Code) Name of Approving Official:

Approver's Title: Date:

Signature of Claimant: _____ **Date:** **Signature of approving official:** _____

(I certify that I incurred these expenses in the performance of an official duty or function as defined in the rules:)

(I am satisfied that these expenses comply with the rules and authorize payment)

Section B: Expense Details

Purpose of Trip and/or expense: Date From: Date To: Destination:

(Please use a separate form for each trip)

Item#	Date:	Expense Description:	Details:	Amount:	Attribution:	Name	Amount	# of external participants:
1					<input type="checkbox"/>			
2								

3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Total:

Instructions:

Section A:

The amount payable will be automatically populated based on the expenses entered in Section B. Please ensure that the expense report is signed and dated by the claimant and approving official.

Section B: Please use a separate expense form for each trip.

Purpose of Trip: a clear and concise description of the nature of the travel.

Date From: and Date To: for this trip.

Destination: should be the final destination point.

Date: Date of individual Expense.

Expense Description: Type of expense being claimed (meals, accommodation, travel, hospitality).

Details: if hospitality is extended to individuals who are not external persons, the names of the individuals must be reported.

Amount: Full amount claimed including taxes.

Attribution: Check this box if expenses have been claimed on behalf of another person (airline ticket, hotel, meal etc.) enters name and cost attributed to each person.

Hospitality # of External Persons: the number of external persons that benefitted from the expense.

Meal and KM reimbursement limits are set by the Office of the Integrity Commission.

For a full set of rules see the Office of the Integrity Commissioner website Cabinet Ministers' and Opposition Leaders' Expenses.

Please forward the expense report and all supporting documentation to financial services for payment.

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