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1.0 POLICY GOVERNANCE

1.1 Purpose

1.1.1 This policy establishes the principles, rules and responsibilities that govern the management of financial, human, and asset resources by senators and their staff.

1.1.2 This policy applies:

- to all senators, their staff and contractors; and
- to the Senate Administration.

1.2 Authority

1.2.1 This policy was adopted by the [Standing Committee on Internal Economy, Budgets and Administration \(the "Internal Economy Committee"\)](#) on April 13, 2017. It comes into effect on November 1, 2017.

1.2.2 This policy is subject to the law, the [Senate Administrative Rules](#) (SARS), and the rules, direction and control of the Senate and the Internal Economy Committee.

1.3 Publication and Updates

1.3.1 This policy is a public document and is available on the Senate's [intranet](#) and [public website](#).

1.3.2 The [Internal Economy Committee](#) must notify senators and all staff in writing of any amendments to this policy as soon as possible after adoption. An updated web version is to be published on the Senate's [intranet](#) and [public website](#).

1.4 Related Resources

1.4.1 This policy is to be used in conjunction with the [Office Portal](#), which offers best practices in office management and provides access to administrative forms, guidelines and procedural instructions.

1.5 Interpretation

1.5.1 Pursuant to sections 7, 11 and 14 of Chapter 2:02 of the [SARs](#), the [Internal Economy Committee](#), subject to the rules, direction and control of the Senate, has exclusive authority to interpret this policy.

1.5.2 A glossary of terms used in this policy can be found at Appendix A.

1.5.3 Both English and French versions of this policy are equally authoritative.

1.6 Exemptions/Exceptions

1.6.1 [Exemptions](#) or [exceptions](#) from this policy, including a request for resources beyond approved standards, must be requested in writing by a senator. The decision of the [Internal Economy Committee](#) or its Subcommittee on Agenda and Procedure ("[Steering](#)") must be communicated in writing within 30 calendar days after the receipt of the request.

1.6.2 The Subcommittee on Agenda and Procedure ("[Steering](#)") must present, on a biannual basis, a report of exemption and exception requests it has received and its corresponding decisions to the [Internal Economy Committee](#).



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1.7 Non-Compliance and Enforcement

- 1.7.2 The [Internal Economy Committee](#), subject to the rules, direction and control of the Senate, has exclusive authority to enforce this policy.



2.0 FINANCIAL MANAGEMENT

2.1 Budgets

2.1.1 Expenses incurred by senators and their staff are paid from either the senator's office budget or from [central funding](#). Based on eligibility criteria, some senators are funded through other budgets, which are subject to the same rules as those that apply to a senator's office budget except where specifically indicated otherwise.

2.1.2 Budget amounts are set by the [Internal Economy Committee](#).

2.2 Budget Management

2.2.1 Budget funds are allocated at the beginning of every fiscal year (April 1st) and expire at the end of every fiscal year (March 31st).

2.2.2 Resources may be shared by senators and the cost of a resource may be divided between two or more senators' budgets accordingly; however, neither the funds for a resource may be transferred from one senator's budget to another senator's budget nor an expense of one senator claimed from another senator's budget.

2.2.3 Examples of goods and services that are available or may be purchased for senators' offices are listed in the [Office Expenses Index](#).

2.3 Delegated Financial Signing Authority

2.3.1 Senators may delegate their financial signing authority to another senator or one or more members of their own staff in the form approved by the Internal Economy Committee.

2.3.2 The delegated financial signing authority cannot be granted retroactively, and may only be exercised after the signed form delegating the financial signing authority has been processed by the Finance and Procurement Directorate.

2.3.3 A senator's financial signing authority must not be delegated to another senator's staff or to an employee of the Senate Administration, with the exception specified in section 2.3.4.

2.3.4 Authority to sign invoices to verify the receipt of goods for a senator's office is automatically delegated to employees of the Senate's Central Receiving Department, unless the Finance and Procurement Directorate is advised otherwise in writing by the senator.

2.4 Expense Claims and Reimbursements

2.4.1 All expense reimbursement claims are to be submitted using the approved electronic claims management system.

2.4.2 Expense claims must be received by the Finance and Procurement Directorate within sixty (60) calendar days from one of the following as applicable:

- Purchase date of goods or services;
- Last date of travel;
- Last date of an event; or
- After notification of successful completion (in the case of reimbursement for education or



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training).

Claims for travel near year-end must be submitted in sufficient time to be processed within the time limits provided by the Receiver General, as communicated by the Finance and Procurement Directorate, in order for timely reporting in the appropriate fiscal period.

2.4.3 For an expense claim to be considered as received on time, the Finance and Procurement Directorate must have received the signed and dated expense claim with all receipts, supporting documentation and justifications as required under this policy.

2.4.4 Expense claims received by the Finance and Procurement Directorate after the sixty (60) day due date shall not be processed unless written justification for the delay is approved by the Chief Financial Officer.

2.4.5 Expense claims must include, as applicable and to the extent possible, the following:

- a) Invoices;
- b) Receipts/proof of payment;
- c) written description(s) of each good or service purchased, with supporting documentation; and
- d) written justification of the purpose and need for the expense, with supporting documentation.

2.4.6 Senators and their staff are not required to disclose the names of participants at meetings or events on their expense claims.

2.4.7 A [Declaration of Missing Receipt](#) must be submitted in the event of a lost, destroyed or unobtainable receipt.

2.5 Financial Recordkeeping

2.5.1 The Senate Administration keeps records of all supporting documentation, contracts, records of work completed by contractors, invoices and financial records related to the use of Senate funds for a period of seven (7) complete fiscal years. This requirement remains in force even after the departure of a senator. Financial records of all supporting documents provided to the Finance and Procurement Directorate represent the official corporate record. Senators should keep original documents until the payment has been processed by the Finance and Procurement Directorate.

2.5.2 A departing Senator may ask the Archivist to conserve their documentation in a secure place which will be kept for seven (7) fiscal years, at the expiry of which time the documentation will be destroyed.

2.6 Financial Monitoring

2.6.1 When [the Internal Economy Committee](#) authorizes a review of a senator's use of Senate funds, it shall inform the senator of such a review. Senators are required to provide access to all requested financial and administrative records as determined by the [Internal Economy Committee](#).



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2.7 Public Disclosure and Financial Reporting

2.7.1 Senate expenditures, including senators' expenses, are disclosed annually in the Public Accounts of Canada and are included in the Senate's audited financial statements. In addition, Senators, House Officers, Independent Senators Group (ISG) and caucus expenses shall be disclosed to the public by the Finance and Procurement Directorate in the frequency and format determined by the Internal Economy Committee.

2.7.2 If a misstatement or omission is found in the financial reports, the Senator, House Officer, Independent Senators' Group (ISG) representative or caucus representative should notify Finance and Procurement Directorate of any corrections as early as possible but no later than 5 business days prior to the end of a quarter. If no objections or issues have been raised by the deadline, the information will be published as is. Any adjustments requested after the deadline will be displayed in the next quarter.



3.0 HUMAN RESOURCES

3.1 Hiring Staff

3.1.1 Senators may retain staff to assist them in carrying out their [parliamentary functions](#). Costs are paid in accordance with this Chapter and Chapter 2.

3.1.2 “Staff” includes:

- persons employed under long and short term employment contracts;
- casual workers; and
- volunteers and interns.

Staff excludes contractors engaged under service contracts where Finance and Procurement Directorate is the contracting authority. Only the Finance and Procurement Directorate, acting as agent, may enter into or terminate a service contract over \$2,500.

See Chapter 4 for rules regarding service contracts.

3.1.3 Staffing and termination shall be undertaken by the Human Resources Directorate at the direction of a senator.

3.1.4 Senators shall identify which position, of those approved by the Internal Economy Committee, their staff will be hired to fill.

3.1.5 Salary scales, amendments and economic salary increases are set by the [Internal Economy Committee](#).

3.1.6 Staff shall not commence work or be compensated for any work undertaken until an employment contract or written agreement is in place.

Senators who require the creation, amendment or renewal of an employment contract or assistance in completing a written agreement for volunteers or interns shall notify the Human Resources Directorate.

3.1.7 No [family member](#) of a senator shall be hired by that senator.

3.1.8 Senators may share the services of staff between their offices and divide the costs of compensation accordingly. The terms and conditions of employment must be the same in both offices.

3.2 Security Accreditation

3.2.1 All persons who carry on business at the Senate, including staff, contractors, volunteers and interns must obtain a security accreditation from the Corporate Security Directorate before an employment contract or a written agreement is issued.

Under exceptional circumstances and in consultation with a Senator, a temporary waiver may be granted by the Corporate Security Directorate while the security verification process is being completed. Individuals granted a temporary waiver identification card must undergo regular



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security screening procedures until the security accreditation has been obtained.

3.3 Employment Contracts

- 3.3.1 Staff hired under employment contracts are under contract with the Senate of Canada.
- 3.3.2 An employment contract shall be on a full-time or part-time basis, or on a casual basis.
- 3.3.3 The term of an employment contract shall be based on operational requirements up to a maximum of 12 months or will end no later than March 31st.
- 3.3.4 Staff hired under an employment contract in a senator's office may, with the senator's approval, take an [assignment](#) to another senator's office or to a position or special project within the Senate Administration.
- 3.3.5 Staff hired under an employment contract in a senator's office may, with their senator's approval, accept a [secondment](#) to the House of Commons, the Library of Parliament, Parliamentary Protective Service or federal government.
- 3.3.6 Senators may promote staff hired under an employment contract in their office to a higher level position if the person can and will perform the duties of that position and meets the requirements identified in the associated [competency profile](#).
- 3.3.7 Staff hired under an employment contract who is temporarily assigned to a higher level position may be eligible for [acting pay](#) if he or she will carry out all or a significant percentage of the functions at the higher level for a minimum of twenty (20) consecutive working days and meets the majority of the requirements identified in the associated [competency profile](#).
- 3.3.8 Staff hired under an employment contract shall submit a leave and attendance form to the Human Resources Directorate in the frequency and format determined by the Internal Economy Committee. This form must be signed by their Senator.
- 3.3.9 Staff employed by the Senate for a term of six (6) months or more and who work **more** than twelve (12) hours per week are considered to be employed on a [long-term employment contract](#) and receive benefits according to the Terms and Conditions of Employment for Long-Term Senators' Staff.
- 3.3.10 Staff employed by the Senate for a term of less than six (6) months or twelve (12) hours or less per week are considered to be employed on a [short-term employment contract](#) and are not eligible to receive benefits; however, they receive pay for statutory holidays and 4% of their gross salary as pay in lieu of leave.

3.4 Casual Workers

- 3.4.1 Casual workers may be hired to:
- meet peak workloads on a temporary basis;
 - undertake work that is urgent, unforeseen or intermittent, such as a short-term replacement.



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3.4.2 A casual employment contract is limited to a maximum of 700 hours at the Senate within a 12 month period.

Casual workers are remunerated on an hourly basis according to the approved salary scales and upon submission of time sheets to the Human Resources Directorate in the frequency and format determined by the Internal Economy Committee. This form must be signed by their senator.

3.4.3 Casual workers are only paid for hours worked ("[straight time](#)") and are not compensated for statutory holidays unless they are required to work on those days.

3.4.4 Casual workers receive 4% of their earnings in lieu of annual leave but are not eligible for benefits.

3.5 Volunteers and Interns

3.5.1 Senators may engage volunteers or interns to assist senators in carrying out their [parliamentary functions](#).

3.5.2 Prior to the start of their assignment, volunteers and/or interns shall agree in writing:

- to serve without compensation;
- not to make any future claim for payment;
- to maintain confidentiality during and after their assignment;
- to assign copyright in all works created during the course of the assignment; and
- to acknowledge that their voluntary service does not constitute present or future employment at the Senate.

This written agreement is to be submitted to the Human Resources Directorate to allow for appropriate tracking related to security accreditation and departure administration.

3.5.3 Volunteer or internship agreements may be terminated prior to the agreed-upon end date by the Human Resources Directorate acting at the direction of a senator.

3.5.4 Volunteers and interns are not entitled to benefits.

3.6 Compensation

3.6.1 The starting salary of a senator's staff shall be determined by the senator at whose direction the staff has been hired by the Senate. It shall be based on the staff's qualifications, expertise, functions and/or previous experience.

3.7 Paid and Unpaid Leave

3.7.1 Long-term staff hired under employment contracts of six (6) months or more and who work more than twelve (12) hours per week are eligible for leave credits as described under the Terms and Conditions for Long-Term Senators' staff.

3.7.2 Short-term staff are those hired for a period less than 6 months or work twelve (12) hours or less per week. They are not eligible for leave credits.



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3.7.3 Staff shall indicate all paid and unpaid leave taken on the monthly leave and attendance form, in accordance with section 3.3.8.

3.7.4 Senators may grant their staff leave without pay for reasonable purposes. Such leave shall not extend beyond the end date of the staff member's employment contract or written agreement.

3.8 Annual Leave

3.8.1 Annual leave credits are provided to long-term staff in accordance with the Terms and Conditions for Long-Term Senators' Staff.

3.8.2 An unused annual leave balance will not be reimbursed in cash, unless specified in the Terms and Conditions for Long-Term Senators' Staff.

Staff may only carry over one year's worth of leave credits to the subsequent year.

3.8.3 Notwithstanding section 3.8.2, upon termination of an [employment contract](#) or the departure of a senator from the Senate, persons entitled to the benefits described under the Terms and Conditions of Employment for Long Term Senators' staff shall receive reimbursement for their earned [annual leave balance](#), which costs are deducted from central funding.

3.8.4 Notwithstanding section 3.8.2, one of the following options shall be used when a senator's staff transfers from one senator's office to another senator's office:

- a) The staff member shall use their [annual leave](#) balance prior to the start date of their employment contract with the other senator; or
- b) The first senator shall pay the balance of accumulated annual leave credits to the departing staff member from their office budget; or
- c) The first senator may transfer all or part of the balance of accumulated annual leave credits of the staff member to the other senator's office. Both senators must confirm their approval of the transfer in writing with the Human Resources Directorate. Any non-transferred balance shall be deducted from the first senator's office budget.

3.9 Compensatory Leave

3.9.1 Long-term and short-term staff may be assigned and granted equivalent time off for the number of hours worked outside of their regular working hours.

3.9.2 House Officers staff salaries are deemed to include compensation for hours worked outside of their regular working hours.

3.9.3 Senators' staff shall not be compensated in cash for any additional hours worked outside of their regular working hours.

3.9.4 [Compensatory leave](#) must be taken no later than twelve (12) months following the end of the fiscal year during which it was accumulated.



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- 3.9.5 Compensatory leave must be taken as leave during the course of employment in the senator's office where it was accumulated. Any balance of accumulated leave credits upon termination of an [employment contract](#) or the departure of a senator from the Senate are deemed to have been taken and will not be paid out in cash.
- 3.10 Departure Administration**
- 3.10.1 Upon termination of an employment contract, Staff is required to undergo a formal departure process that will include completion of a [Departure Form](#) and the return of all Senate property.
- 3.11 Prevention and Resolution of Harassment in the Workplace**
- 3.11.1 Senators and their staff are required to comply with the [Senate Policy on Prevention and Resolution of Harassment in the Workplace](#).
- 3.12 Occupational Health and Safety**
- 3.12.1 Senators and their staff are required to comply with the relevant provisions of the [Senate Policy on Occupational Health and Safety](#).
- 3.13 Human Resources Recordkeeping**
- 3.13.1 All human resources-related documents created by or sent to a senator's office shall be retained by senators for five (5) years.
- 3.13.2 Human resources records shall be retained by senators' offices in such a way as to ensure that confidential information is protected from unauthorized use as well as to ensure easy retrieval and inspection in the case of a compliance review.



4.0 PURCHASING GOODS AND SERVICES

4.1 General Rules

4.1.1 Purchase Methods

There are five methods by which a senator may use Senate funds to acquire eligible goods and services not related to travel, as set out below:

- Request a purchase order;
- Request a service contract;
- Enter into contracts under \$2,500 and have the vendor submit the invoice directly to the Senate Administration;
- Use the approved office supply vendors (for office supply expenses only); or
- Use personal funds and request reimbursement (up to a maximum of \$2,500).

Information technology equipment, software and office furniture, regardless of cost, must be purchased through a purchase order.

4.1.2 Purchase of Goods and Services over \$2,500

Purchases and service contracts worth over \$2,500 must be made by requesting a purchase order or service contract.

4.1.3 When ordering office supplies for their parliamentary precinct offices, senators must place their order using one of the Senate's approved vendors. When ordering office supplies for a regional office, while the preferred method is to place the order using one of the Senate's approved vendors, a senator may also

- a) Request a purchase order; or
- b) Use personal funds and request reimbursement.

See section 5.9 for other rules regarding office supply purchases.

4.1.4 Senators or delegated authorities must notify the Finance and Procurement Directorate immediately of purchases of unsatisfactory or faulty goods or services.

4.2 Purchase Orders

4.2.1 When eligible goods have been ordered through a purchase order, such goods shall be paid for when the following conditions have been met:

- 1) the invoice or receipt report has been signed by the senator, the senator's delegated authority or an employee of Central Receiving, verifying the receipt of the goods; and
- 2) the terms and conditions of the invoice including the type, quantity and costs of goods are in accordance with the purchase order.

4.3 Contracts for Goods and Services

4.3.1 The authority to enter into a contract worth over \$2,500 is exclusive to the Finance and



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Procurement Directorate.

See section 5.4 for rules regarding budget deductions for service contracts.

- 4.3.2 Senators who enter into a contract for any good or service of more than \$2,500, whether verbally or in writing, are entering into a private contract and may be personally responsible for all terms and conditions of such contracts including payment from personal funds.
- 4.3.3 Sole-source contracts in excess of the following amounts require the prior approval of the Internal Economy Committee
- Goods:
\$25,000
 - Service contract for a Senator, House Officer or caucus (per fiscal year):
\$70,000
- 4.3.4 Costs of travel, living, or material expenses related to a service contract must be specifically authorized by the contract and included in the total contract value.
- 4.3.5 Senators must ensure that an appropriate and accurate statement of work is established for and followed by each contractor in their office.
- 4.3.6 Senators must immediately request a contract amendment when changes in contract requirements arise. Such changes include but are not limited to adjusted due dates, scope of work, deliverables, specifications, quantities and costs. Contract amendments must not be retroactive.
- 4.3.7 Contract amendments must not increase the contract value beyond the maximum dollar value limits set out in this policy without approval from the appropriate authority.
- 4.3.8 No family member of the senator shall render services or benefit from payments under a contract related to that senator.
- 4.3.9 A contractor shall be paid only when services have been rendered (completion of all work or of pre-determined deliverable(s)) and a detailed invoice, including applicable dates, amounts and activities for such services has been approved and signed by the senator or delegated authority.
- 4.3.10 Aggregate payments by the Senate to a single contractor, whether an individual or a firm, shall not exceed \$100,000 per fiscal year (excluding applicable taxes).
- Any contract that would result in total payments over this amount requires prior approval by the [Internal Economy Committee](#).
- 4.3.8 Senators must notify the Finance and Procurement Directorate immediately when they wish to terminate a contract.



5.0 SPECIFIC OFFICE EXPENSES

5.1 Staff Pay, Benefits and Pensions

- 5.1.1 Costs of staff salaries are paid from the office budget.
- 5.1.2 Senators' staff receive benefits as set out in Chapter 3.
- 5.1.3 Costs of employer contributions for staff pensions are paid from central funding.
- 5.1.4 Costs of annual leave are paid from a senator's budget, with the exceptions noted in section 3.8.
- 5.1.4 Costs of maternity and parental leave for eligible staff are paid from central funding. In addition, the costs of extended sick leave for eligible staff (in excess of 10 (ten) consecutive working days per occurrence) are paid from central funding.

5.2 Learning, Training, Development

- 5.2.1 In-house training is available to senators and their staff. Costs of in-house training are paid for from central funding.
 - 5.2.2 Senators and their staff may attend external training programs related to parliamentary functions. Costs of external training fees and materials for senators and their staff are paid for from the senator's office budget.
 - 5.2.3 When travel is required for senators to attend a training program that is not related to official language training, such costs shall be paid for from central funding and result in a deduction of travel points.
 - 5.2.4 When staff travels to attend a training program that is not related to official language training, such costs shall be paid for from the senator's office budget, with no deduction of travel points. Such travel will only be authorized if no comparable training program is available locally.
 - 5.2.5 Costs of official language training for senators and their spouses, including travel costs, are paid for from central funding, with no deduction of travel points. A senator may make a request to the Internal Economy Committee to have costs for official language training for staff, including travel costs, paid for from central funding with a deduction of travel points. Alternatively, the cost of official language training and related travel cost for staff could be paid from the senator's budget.
 - 5.2.6 Senators' staff must have their training expenses and any required leave pre-approved in writing by their senator.
- ### 5.3 Conference Fees
- 5.3.1 Senators and senators' staff may attend conferences in support of parliamentary functions. Conference fees are paid for from the office budget. Related travel is deducted from central funding with a deduction of travel points.

See Chapter 7 for travel expense rules.

5.4 Service Contracts

- 5.4.1 Senators may retain the services of contractors to support them in their parliamentary functions in accordance with section 4.3 and the provisions below.



5.0 SPECIFIC OFFICE EXPENSES

5.4.2 Costs of service contracts for senators are paid for from the [Office Budget, House Officers' Budget, Independent Senators' Group \(ISG\) Funds Budget](#) or Caucus Budget

5.4.3 All contractors must obtain a security accreditation or temporary waiver from the Corporate Security Directorate prior to beginning any work on behalf of a Senator, in accordance with section 3.2.

5.5 Research Materials

5.5.1 Costs of research materials are paid from the senator's office budget.

5.5.2 Senators may purchase delivery of print subscriptions to only one (1) of the following locations:

- Parliamentary precinct office
- Parliamentary district accommodation
- Provincial or territorial residence.

5.5.3 A senator is not eligible to receive delivery of a print subscription in cases where they have an electronic subscription to the same material.

5.6 Translation and Interpretation

5.6.1 The following translation services are available:

a) **Internal:** Translation services are provided to the Senate by the Public Services and Procurement Canada Parliamentary Translation Bureau and are available to senators at no cost to the Senate.

b) **External:**

- Senators may also purchase external translation services and such costs are paid for from the Senator's office budget.
- External translation services must be requested in accordance with service contract procedures as set out in Chapter 4.

5.6.2 Interpretation services within the Parliamentary Precinct are provided to the Senate by Public Services and Procurement Canada and are available to senators at no cost to the Senate.

Costs of interpretation services provided to a senator outside the parliamentary precinct by external interpretation service providers are paid for from the office budget.

5.7 Printing, Photocopying, Publishing

5.7.2 Document services that are provided in-house by the Senate Printing Office are listed in the [Printing Services Catalogue](#). Costs of these services are paid for from central funding.

5.7.3 Document products or services that are provided in-house by the Senate Printing Office (as set out in the [catalogue](#)) may not be contracted out to external service providers, unless use of an external



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service provider is more practical and economical.

5.7.4 Costs of document products or services that are not provided in-house or that exceed the standards or quantity allowed in the [catalogue](#) may be purchased through a service contract or purchase order with the cost paid for from the office budget.

5.8 Courier, Shipping, Postage

5.8.1 Senators have access to an internal courier service provided within the parliamentary precinct to support their parliamentary functions at no cost to their office budget.

5.8.2 Senators may purchase courier services, shipping services, postage and postal insurance required to support their parliamentary functions. These costs are paid for from the office budget.

5.9 Office Supplies

5.9.1 Some office supplies are available for senators' offices from a Senate-wide inventory managed by the Senate Administration. The costs of such inventory items are paid for from central funding.

5.9.2 Supplies that are not available from the Senate inventory or that are required for a senator's regional office may be purchased in accordance with Chapter 4 and costs shall be paid for from the senator's office budget.

5.9.3 Senators or their delegated financial signing authority must reconcile and approve invoices received by their office from one of the Senate's approved vendors and report any discrepancies to the vendor. Invoices from the approved vendors are paid by the Finance and Procurement Directorate and deducted from the senator's office budget. Senators or the applicable delegated authority shall inform the Directorate of any errors or ongoing disputes with the supplier.

5.10 Office Equipment, Furniture and Furnishings

5.10.1 Costs of office equipment, furniture and furnishings are paid for from the office budget or central funding as indicated in the [Office Expenses Index](#) and in accordance with the provisions below.

5.10.2 Costs of all equipment, furniture and furnishings for a regional office are paid from the office budget.

5.10.3 Furniture or equipment may be leased for senators' offices (within or outside the parliamentary precinct) where it is more economical and practical.

5.10.4 Custom-designed furniture or furnishings may be purchased when justified. In the case of an orthopedic chair, the Senator or their staff must provide a certificate signed by a medical doctor. The custom furniture and furnishings remain with the senator or staff if that person is required to move offices. Costs for custom-designed furniture are paid for from central funding.

5.10.5 Custom-designed furniture or furnishings can be purchased when deemed necessary by the Property and Service Directorate to complement the heritage aspect of a senator's office. Such custom furniture or furnishings shall remain in the office for which it was designed. Costs of custom-designed furniture or furnishings are paid for from central funding.



5.0 SPECIFIC OFFICE EXPENSES

5.11 Miscellaneous Office Expenses

5.11.1 Senators may rent art for their parliamentary precinct offices from suppliers approved by the Internal Economy Committee. The annual cost of art rental, delivery, installation, removal and insurance are paid from the office budget. For an art rental agreement covering a 2-year period, the cost shall be allocated evenly within the 24-month period.

5.12 IT Equipment and Software

5.12.1 Costs of IT equipment and software are paid for from the senator's office budget or central funding as indicated in the [Office Expenses Index](#) and in accordance with the provisions below.

5.12.2 Senators may request IT and telecommunications equipment and software under the following circumstances:

- a) to meet functional needs;
- b) to replace an existing item due to loss or deterioration beyond economical repairs;
- c) to update an existing obsolete item that no longer meets its minimum functional requirements;
- d) to accommodate increases in staff;
- e) to accommodate changes in staff functions; or
- f) to accommodate senators' or staff physical disabilities.

5.12.3 Senators with no access to a wireless telecommunications network are allowed a satellite phone subject to written pre-approval of the Director, Information Services.

5.13 Parking Within the Parliamentary District

5.13.1 Parking within the Parliamentary Precinct is administered under the [Senate Parking Policy](#).

5.13.2 Senators who use a privately-owned vehicle in the parliamentary district to travel to meetings can claim for parking upon submission of receipts. These costs are paid from the senator's office budget.

5.14 Office Space

5.14.1 Maintenance costs for senators' parliamentary precinct offices are paid for from central funding.

5.14.2 Senators may establish one (1) additional office space outside the parliamentary precinct ("regional office"). Senators may rent commercial office space for their regional office when such offices are located outside of the parliamentary district and in the region represented by the senator, and in accordance with section 5.14.4.

5.14.3 Commercial office space rental fees are paid for from the office budget. The rental fee and other associated rental costs, such as insurance and utilities are eligible for reimbursement.

5.14.4 Senators must consult with the Law Clerk and Parliamentary Counsel before renting commercial space for a regional office. The senator must enter into a private rental contract and submit a request for reimbursement of rent. The Senate shall not be party to any rental agreement for office space outside the parliamentary precinct. Senators are responsible for obtaining appropriate insurance coverage.



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- 5.14.5 Senators who use all or part of a private residence as office space will not be reimbursed from Senate funds for any property costs, such as mortgage, rent or property taxes nor for any associated costs such as insurance, utilities, or home security.
- 5.14.6 Office equipment, furniture and furnishings for regional offices may be purchased in accordance with section 5.12. Landlines and internet plans for regional offices may be purchased in accordance with the [Office Expenses Index](#).
- 5.15 Venue Rentals**
- 5.15.1 Senators have access to meeting rooms and other venues in the Parliamentary precinct at no charge, in support of their parliamentary functions.
- 5.15.2 Senators may rent private or public venues for specific meetings and events held to support their parliamentary functions.
- 5.15.3 Costs of venue rentals for meetings are paid from the office budget.
- 5.16 Hospitality, Official Gifts and Protocol Items**
- 5.16.1 Costs of hospitality goods and services are paid for from the hospitality allocation of the office budget or, where applicable, from the hospitality allocation of a house officer's budget. The hospitality allocation is determined by the [Internal Economy Committee](#).
- 5.16.2 Costs of meals and refreshments shall only be reimbursed up to the limits established by the [Internal Economy Committee](#).
- 5.16.3 Senators may purchase hospitality goods and services only when external guests are present and only under the following circumstances:
- a) Official Protocol
For activities such as diplomatic, parliamentary or governmental events, ceremonies or receptions.
 - b) Meetings, Working Sessions and Conferences
For working sessions regarding subject matter that are related to a senator's parliamentary functions.
 - c) Special Events
For events to recognize and/or celebrate accomplishments, special programs and initiatives that are directly related to a senator's parliamentary functions.
- 5.16.4 Senators may purchase alcoholic beverages in reasonable quantities for a specific parliamentary function.
- 5.16.5 Senators must not host hospitality events in their private residences using Senate funds unless pre-approved in writing by the Subcommittee on Agenda and Procedure ("Steering").
- 5.16.6 Senators may purchase official gifts and protocol items up to a maximum of \$100 per item to



5.0 SPECIFIC OFFICE EXPENSES

support their parliamentary function. Costs are paid from the senator's or house officers' hospitality allocation.

5.16.7 Senators may purchase flowers or wreaths when required as a matter of protocol. Costs of flowers are paid for from the senator's or house officer's hospitality allocation. Cost of wreaths are paid from the senator's or house officer's office budget. Donations in lieu of flowers are not eligible for reimbursement.

5.17 Legal Assistance and Indemnification

5.17.1 Costs of legal assistance and indemnification for senators are paid from central funding when eligible in accordance with the [Legal Assistance and Indemnification Policy](#).

5.18 Partisan Activities

5.18.1 Senate resources (including human resources) must not be used to support the following partisan party activities:

- Solicitation of party membership;
- Solicitation of political donations;
- Registration fees to political party events;
- Political party leadership events;
- Federal, provincial, territorial or municipal election campaigns, including nomination meetings; and
- Production of materials on political party letterhead and/or that contain a political party logo.

5.18.2 Notwithstanding section 5.18.1, Senate resources may be used to attend federal party activities related to parliamentary functions, provincial party activities in the senator's province/territory related to parliamentary functions and national conventions.

5.18.3 Fundraising

Senate resources are not to be used to:

- Purchase admission or raffle tickets;
- Purchase goods or services for the purpose of donating them to charity or selling them to raise charitable funds; and
- Make monetary donations to any person, cause or organization.



6.0 MATERIAL MANAGEMENT

6.1 Use, Care and Control of Senate Assets

- 6.1.1 Senators must permit Asset Management staff to conduct physical inventories of Senate assets located in their Parliamentary Precinct offices upon appointment and every three years thereafter, and upon any move or departure.
- 6.1.2 Following a physical inventory, the Material Management and Logistics Office shall submit a report to the senator. Within 90 days of receipt of this report, senators must review the findings and sign the [Asset Holding Certificate Form \(AHCF\)](#) certifying and acknowledging responsibility for the assets listed in the report. If the report is not signed within 90 days, senators are deemed to have certified and acknowledged responsibility for the assets listed in the report.
- 6.1.3 In cases of damage, loss or theft of a Senate asset, users must immediately report the incident in writing to the Material Management and Logistics Office and the Corporate Security Directorate.
- 6.1.4 In the case of damage, theft or loss of a Senate wireless device, the incident shall be reported as soon as reasonably possible to the Information Services Directorate.
- 6.1.5 When senators or staff move an asset, with the exception of mobile assets, to another location or transfer an asset to another user, the [Inventory Input Form](#) must be submitted to the Material Management and Logistics Office prior to the asset's move or transfer. In the case of an asset's transfer to another user, senators remain responsible for the assets up until the point that the Material Management and Logistics Office acknowledges receipt of the [Inventory Input Form](#).

6.2 Return and Disposal of Senate Assets

- 6.2.1 Senators must return those Senate assets that they no longer require. When assets are located outside of the parliamentary precinct, the necessary packing and shipping expenses will be paid for from central funding.
- 6.2.2 If the cost of returning an asset exceeds its replacement value, the Material Management and Logistics Office, in consultation with the CFO, will determine if returning the asset is warranted.
- 6.2.3 In order to ensure that proper disposal methods are used for assets located outside of the parliamentary precinct, Senators must contact Material Management and Logistics Office for approval prior to the disposal of an asset.
- 6.2.4 When the cost to repair or replace a damaged asset is greater than the current fair market value of that asset, the asset shall be returned to the Material Management and Logistics Office for disposal.
- 6.2.5 Senators and their staff may request to purchase from the Senate any assets deemed by the Material Management and Logistics Office to be surplus. Such assets will be sold at fair market value. Requests must be made in writing to the Material Management and Logistics Office.



6.0 MATERIAL MANAGEMENT

6.3 Heritage Assets

6.3.1 Heritage items are administered in accordance with the [Senate Policy on Heritage Assets and Works of Art](#).



7.0 TRAVEL EXPENSES

7.1 Application and Principles

- 7.1.1 Pursuant to section 1.1.2 of this policy, this chapter applies to all eligible travellers.
- 7.1.2 Travel is a necessary component of a senator's parliamentary function.
- 7.1.3 At all times, the primary purpose of travel shall be related to a [parliamentary function](#) and travel expenditures shall be justifiable, appropriate, reasonable, and well documented.
- 7.1.4 Travel expense claims must provide a specific purpose for each trip in respect of which a claim for reimbursement is made, along with supporting documentation, if applicable.
- 7.1.5 Equitable travel resources shall be provided regardless of where senators live in Canada.
- 7.1.6 Travel resources shall accommodate health, safety, and physical special needs.
- 7.1.7 Unless otherwise indicated, the departure and arrival locations for all travel shall be:
- the senator's province or territory;
 - the [parliamentary district](#);
 - a location where the senator was conducting a [parliamentary function](#).

This provision does not apply in cases where senators are recalled to the parliamentary district for unscheduled Senate sittings, Senate committee meetings or caucus meetings.

Travellers may also request an exemption when they need to use a specific travel pattern on a regular basis that is more practical and convenient and where the cost is equivalent or less. Such exemptions must be requested by submitting written justification and supporting documents, including a cost comparison. Exemptions must be pre-approved in writing by the Internal Economy Committee.

- 7.1.8 When the primary purpose of travel is related to a senator's [parliamentary function](#) and such travel is combined with private travel or business, additional expenses related to private travel or business shall not be reimbursed, including:
- per diems;
 - transportation; and
 - accommodation.
- 7.1.9 Only the expenses incurred by a senator that are related to a parliamentary function during travel that does not have as its primary purpose a parliamentary function shall be reimbursed by the Senate.
- 7.1.10 The mode of transportation shall be selected on the basis of cost, convenience, safety and practicality. However, using a mode other than air travel, Senate funding for transportation costs shall not exceed the estimated cost of travelling by air (full fare ticket) in situations where air travel was readily available.



7.0 TRAVEL EXPENSES

7.2 Travel Budgets and Allowances

- 7.2.1 Travel expenses are deducted from central funding, the [office budget](#) or the [living expenses budget](#), as set out in this chapter and the [Office Expenses Index](#).
- 7.2.2 Travel expenses where the trip destination is at least 100 kilometres away from the senator's provincial/territorial [residence](#) are deducted from central funding and points are deducted from the [Travel Point System](#) balance.
- 7.2.3 Travel expenses where the trip destination is within 100 kilometres from the traveller's provincial/territorial [residence](#) shall be deducted from the [office budget](#). There is no deduction of travel points.
- 7.2.4 Living expenses (per diems and accommodations) for travel where the trip destination is within 100 kilometres from the senator's provincial/territorial [residence](#) shall not be reimbursed, unless warranted by the circumstances.
- 7.2.5 For eligible senators, living expenses (per diems and accommodations) for travel while staying within the [parliamentary district](#) shall be deducted from the [living expenses budget](#).
- 7.2.6 The following Senate funding rates are determined by [the Internal Economy Committee](#):
 - Maximum annual amount for parliamentary district living expenses
 - Maximum nightly amount for commercial accommodation in the parliamentary district
 - Allowance for private accommodation outside the parliamentary district
 - Allowance for private accommodation in the parliamentary district
 - Kilometric rate for the use of privately owned vehicles
 - Per diem allowances for meals and incidentals

7.3 Travel Point System

- 7.3.1 Senators shall be allocated [Travel Points](#) at the beginning of each fiscal year as per Table 7.1)

All eligible travel will result in a points deduction from a senator's points balance in accordance with section 7.3.2. Any unused points cannot be carried forward to a future year.

Table 7.1

Type	Points	Remarks
Regular	64	For Senators, Designated Travellers, dependents and staff for itinerary starting and ending in Ottawa and the Senators' province or territory, and also travel within the senator's province/territory.



7.0 TRAVEL EXPENSES		
Special	Of the 64 points, 24 may be used for special travel	For Senators, Designated Travellers and Staff to any location in Canada to conduct parliamentary functions.
International	Of the 64 points, 4 may be used for international travel	For Senators only, travel to the United Nations in New York, to Washington D.C. for a parliamentary function. Travel to any other international destination to conduct parliamentary functions if travel is pre-approved by the Subcommittee on Agenda and Procedure (“Steering”).

7.3.2 Each trip is equivalent to 0.5 of a point, and a round trip is equivalent to 1 point.

A “trip” is travel taken in one direction by any means to a destination for parliamentary functions by the most direct route other than necessary layovers. For each additional stopover however, an additional half point shall be deducted.

A layover is a necessary stop—until the trip can be resumed—that occurs at a place other than the trip destination, in either of the following circumstances:

- the stop is necessary because of external factors outside the control of the traveller, such as a strike or weather-related problems; or
- it is necessary in order to make a connecting flight or in order to continue the trip by another means of travel (less than 24 hours).

For travel by VIA rail, no travel points are deducted.

7.3.3 When two or more individuals travel together (e.g. a senator and a designated traveller) points shall be deducted for each traveller for whom expenses are claimed.

7.4 Eligible Travellers

7.4.1 Persons eligible to travel using a senator’s [Travel Points](#) include all senators and the following other travellers:

- a senator’s [designated traveller](#);
- a senator’s [dependent\(s\)](#);
- a senator’s staff;
- a person accompanying the senator as a travel assistant for medical reasons.

7.4.2 The selection of a senator’s [designated traveller](#) shall be restricted to the senator’s spouse or partner, except as approved by the [Internal Economy Committee](#).

7.4.3 A senator must submit a [Designated Traveller and Dependents Declaration Form](#) to the Finance and Procurement Directorate:

- on appointment; and



7.0 TRAVEL EXPENSES

- when there is a change to the designated traveller or dependents (the designated traveller may be modified once per fiscal year).

7.4.4 Travel by designated travellers shall be limited to regular and special travel in Canada.

It shall be for one of the following purposes:

- to accompany the senator;
- to join the senator;
- to return, after joining the senator, to the senator's province or territory or the designated traveller's residence; or
- as permitted under an exemption in accordance with section 7.1.7.

7.4.5 [Travel by dependents](#) shall be limited to regular travel, and shall be limited to one of the following purposes:

- to accompany the senator;
- to join the senator; or
- to return to the senators' province or territory after joining the senator in the parliamentary district.

7.4.6 Travel by senators' staff shall be limited to regular and special travel.

It shall support parliamentary functions and be for one of the following purposes:

- to accompany the senator;
- to join the senator;
- to attend training;
- to return to the staff's provincial/territorial residence after joining the senator in the parliamentary district; or
- to return to the parliamentary district after joining the senator at a location in Canada or to attend training.

7.4.7 Senators requiring a travel assistant for medical reasons must seek pre-approval from the Subcommittee on Agenda and Procedure ("Steering").

7.5 Senate Committee and IIA Travel

7.5.1 A committee member's travel expenses shall be deducted from the budget of that committee, with the exception of travel expenses for committee or subcommittee meetings held in the parliamentary district. Travel expenses of staff of a committee chair or deputy chair may also be deducted from the budget of a committee.

7.5.2 A senator's parliamentary association or parliamentary exchanges travel related expenses ("IIA travel expenses") shall be deducted from the budget of that association or from the parliamentary exchanges budget when the senator is a member of an official delegation, with the exception of IIA travel expenses for meetings or activities held in the parliamentary district. In addition, travel



7.0 TRAVEL EXPENSES

expenses for association related activities may be funded by the 64 point system under the following circumstances:

a) Fare Class Upgrades:

When the fare class for air travel with a parliamentary association is economy class, senators may upgrade to business class. The difference in cost will be deducted from the Travel Point system budget and 1 (one) point will be deducted from a senator's points balance for a round trip.

7.5.3 Expenses incurred by a senator for a "personal purpose" during committee, parliamentary association or, parliamentary exchanges travel shall not be reimbursed.

7.5.4 The senator's corporate credit card shall not be used for Senate committee or IIA travel.

7.6 International Travel and Travel to New York City and Washington, D.C.

7.6.1 Senators may use the Travel Points System for trips to Washington, D.C. and New York City, NY in support of a parliamentary function. Trips to New York City shall be to attend work related to the United Nations, as well as meetings with United Nations officials. Trips will be counted against the 4-point maximum for international travel.

7.6.2 Senators may travel internationally to other locations in support of a parliamentary function if the trip has been pre-approved by the Subcommittee on Agenda and Procedure ("Steering"). Trips will be counted against the 4-point maximum for international travel.

7.7 Externally-Funded Travel

7.7.1 When travel is undertaken on behalf of a federal government department and paid for by that department, travellers shall submit their expense claims directly to that department. The provisions of this policy shall not apply.

7.8 Parliamentary District Living Expenses

7.8.1 Senators who have a principal residence in their province or territory which is outside of the [parliamentary district](#) are provided with a [living expenses budget](#).

7.8.2 To be eligible to receive the living expenses budget, senators must submit [Declaration of Provincial/Territorial Residence and Parliamentary District Accommodation](#) (*Residency Form*) upon appointment to the Senate, accompanied by their provincial health card and recent tax assessment demonstrating that the senator's residence is outside of the Parliamentary District. The form shall include a statement confirming where the Senator is registered to vote.

A revised [Residency Form](#) shall be submitted immediately when any residency information changes.

On an annual basis, Senators shall submit a declaration attesting that the information in their last submitted *Residency Form* has not changed.



7.0 TRAVEL EXPENSES

- 7.8.3 Reimbursement rates for parliamentary district living expenses are set by the Internal Economy Committee.
- 7.8.4 Only senators' living expenses (per diems and accommodation) incurred to conduct parliamentary functions while in the parliamentary district are eligible for deduction from the living expenses budget.
- 7.8.5 Notwithstanding section 7.8.4, parliamentary district living expenses shall be reimbursed for senators' staff who have travelled to the parliamentary district from the senator's province/territory to support the senators' parliamentary functions. Such costs are deducted from the office budget. The reimbursement rates are the same as the rates for senators that are provided under this policy.
- 7.8.6 Living expenses incurred by senators while in transit to and from the [parliamentary district](#) are deducted from central funding under the [Travel Points System](#).
- 7.9 Parliamentary District Accommodation**
- 7.9.1 Senators may request reimbursement from their [living expenses budget](#) for their parliamentary district accommodation expenses in any one of the four categories below.

a) Nightly Accommodation (Commercial or Private):

The cost of nightly accommodation (in a private residence, hotel, motel, rooming house or other commercial establishment) while on travel status shall be reimbursed to the maximum amount per night established by [the Internal Economy Committee](#). Amounts exceeding the commercial maximum rate may be approved by the Internal Economy Committee on a case-by-case basis.

b) Rental Accommodation:

The cost of rental accommodation shall be reimbursed upon submission of a copy of the lease and proof of payment. The senator shall attest on the annual [Declaration of Provincial/Territorial Residence and Parliamentary District Accommodation form](#) that:

- the lessor is not a "[family member](#)" as defined in the [Senate Administrative Rules](#);
- the lease will not further the private interests of the senator or those of his or her "[family member](#)"; and
- no senator or his or her "family member" shall have a direct interest in a partnership or private corporation that is a party to such lease under which the partnership or corporation receives a benefit.

Senators who share an apartment shall submit a copy of the lease and a written explanation of the rental arrangement.

c) Privately-Owned Accommodation:

A senator who owns accommodation in the [parliamentary district](#) shall be reimbursed an allowance for private accommodation at a rate set by [the Internal Economy Committee](#) for each day such residence is available for the senator's occupancy, and providing that during such time



7.0 TRAVEL EXPENSES

it is not rented to another person or claimed as an expense by another senator. Proof of ownership is defined as a municipal tax statement. Any other documents will need to be reviewed by the Law Clerk and Parliamentary Counsel.

7.10 Parliamentary District Per Diems

7.10.1 Senators eligible as per section 7.9 may request Senate funding from their living expenses budget for per diems (meals and incidentals), while in the parliamentary district, for days:

- when the Senate sits;
- when attending Senate committee or subcommittee meetings;
- when attending approved Working Groups;
- when attending Senate caucus and national caucus meetings;
- when attending a parliamentary association or parliamentary exchanges meeting or activity;
- when working on other Senate-related business or a parliamentary function.

7.10.2 Per diems shall be reimbursed on the basis of allowance rates established by the Internal Economy Committee.

7.10.3 Notwithstanding section 7.10.1, senators whose provincial residence is within the parliamentary district may claim 1 (one) meal allowance from central funding if required to attend the Senate or a Senate committee after 7 pm.

7.11 Living Expenses Outside the Parliamentary District

7.11.1 Living expenses (accommodation and per diems) incurred during travel outside of the parliamentary district shall be deducted from central funding and points shall be deducted from the Travel Point system.

7.11.2 Commercial accommodation outside of the parliamentary district shall be a standard room. When a senator is accompanied by their designated traveller, the standard shall be double occupancy. The cost of commercial accommodation shall be reimbursed if the cost is reasonable.

7.11.3 Private accommodation outside of the parliamentary district shall be reimbursed on the basis of allowance rates established by the Internal Economy Committee.

7.11.4 Per diem expenses shall be reimbursed on the basis of allowance rates established by the Internal Economy Committee.

7.11.5 Per diem expenses incurred during eligible travel outside the parliamentary district are deducted from central funding and points are deducted from the Travel Point system. This includes expenses incurred while in transit to and from the destination.

7.12 Air Travel

7.12.1 Senators, designated travellers, dependents under 12 years old and medical assistants may travel business class, except when the point of origin and the point of destination are Ottawa and Montreal and Ottawa and Toronto.



7.0 TRAVEL EXPENSES

7.12.2 Senators may book a higher fare class in emergency circumstances. In such cases, senators shall provide written justification for the emergency with their expense claim.

7.12.3 Dependants who are 12 years old and over, and senators' staff must only travel in economy class.

7.12.4 Senators may purchase flight passes with the corporate travel card.

7.12.5 Reimbursement of fees charged by airlines to extend the expiry date of a flight pass shall be assessed by the Chief Financial Officer on a case by case basis when a written justification is submitted.

7.12.6 Additional baggage fees and advance seat selection fees shall be reimbursed.

7.13 Via Rail Travel

7.13.1 Rail transportation services are granted to senators by VIA Rail without any cost to Senate budgets. These services are valid for the duration of a senator's appointment. Senators' spouses and dependants are provided with a fifty percent (50%) discount on all VIA Rail travel.

The standard for rail travel for all travellers excluding senators, senators' spouses and dependants, shall be economy class. When senators and their staff travel together, senators may authorize a higher fare class.

7.13.2 All pass-holders are subject to VIA Rail policies and conditions, including the requirement for travellers to carry their pass during travel.

7.14 Rental Vehicles

7.14.1 The standard for rental vehicles shall be an intermediate size car. Travellers who select rental vehicles in a higher category shall only be reimbursed for the cost of an intermediate size car, unless the need to travel in another class of vehicle is warranted by the circumstances. As such, travellers shall submit a cost comparison with the expense claim in order to demonstrate what the cost of intermediate size car would have been under identical circumstances.

7.14.2 The cost of fuel and other vehicle-related expenses such as tolls, ferries, GPS rentals and parking shall be reimbursed upon submission of receipts.

7.14.3 Travellers using rental cars shall carry Collision Damage Waiver (CDW) coverage for the entire period that the vehicle is rented. The [corporate credit card](#) is the preferred method of payment for rental cars as use of the card provides senators with CDW insurance. As such, any additional CDW insurance purchased from the supplier will not be reimbursed except in the case of travellers who do not have a corporate credit card.

7.14.4 Rental vehicle expenses incurred for travel under the [Travel Points system](#) are deducted from central funding. Rental vehicle expenses incurred for travel within the [parliamentary district](#) or within 100km of the senator's provincial/territorial residence are deducted from the [office budget](#).



7.0 TRAVEL EXPENSES

7.15 Privately-Owned Vehicles

7.15.1 When the selected mode of transportation is a motor vehicle, a traveller may use a privately owned vehicle if it is more practical and at a reasonable cost. Expenses shall be reimbursed on the basis of a [kilometric rate](#) established by [the Internal Economy Committee](#). The Senate assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate, tolls, ferries, and parking.

The cost shall not exceed the estimated cost of travelling by air (full fare ticket) in situations where air travel was readily available.

7.15.2 When two or more persons travel together in a privately owned vehicle, only the owner of the vehicle shall be reimbursed for the kilometres driven.

7.15.3 Mileage expenses incurred for travel under the [Travel Point system](#) are deducted from central funding. Mileage expenses incurred for travel within the [parliamentary district](#) or within 100km of the senator's provincial/territorial [residence](#) are deducted from the [office budget](#).

7.16 Taxis and Car Services

7.16.1 The cost of a taxi or car service shall be reimbursed. Receipts are required for all fares, with the exception of travel to and from the airport or railway station in the parliamentary district. The date, the point of departure, and the destination must be specified.

7.16.2 When a taxi or car service is used in lieu of air travel, cost shall not exceed the estimated cost of travelling by air (full fare ticket) in situations where air travel was readily available.

7.16.3 When a taxi or car service driver is asked to wait while a traveller attends to business, the cost for wait time shall not be reimbursed, unless warranted by the circumstances.

7.16.4 A taxi or car service shall not be used as a courier service unless such a service is not offered in that location.

7.16.5 Taxi or car service expenses incurred for travel under the [Travel Points](#) are deducted from central funding. Taxi or car service expenses incurred for travel within the [parliamentary district](#) or within 100km of the senator's provincial/territorial [residence](#) are deducted from the [office budget](#).

7.17 Public Transportation

7.17.1 Travellers shall be reimbursed the actual cost of private bus and public transportation fares. When receipts in support of fares are not available, travellers shall provide a written declaration on the [travel expense claim form](#).

7.17.2 Private bus and public transportation expenses incurred for travel under the [Travel Point system](#) are deducted from central funding. Private bus and public transportation expenses incurred for travel within the [parliamentary district](#) or within 100km of the senator's provincial/territorial [residence](#) are deducted from the [office budget](#).

7.18 Airport Parking

7.18.1 Airport parking shall be reimbursed.



7.0 TRAVEL EXPENSES

7.19 Cancellation and Change Fees

7.19.1 Cancellation and change fees shall be reimbursed when warranted by the circumstances.

7.20 Passports, Visas and Inoculations

7.20.1 Costs incurred by a Senator to obtain a passport, visas, inoculations and an approved NEXUS card shall be reimbursed. Costs incurred by a Senator's Designated Traveller to obtain an approved NEXUS card shall be reimbursed. Such fees are charged to the [office budget](#), except in the case of a Senate committee or IIA trip.

7.21 Travel Agency Booking Fees

7.21.1 Fees charged by travel agencies for booking travel arrangements shall be reimbursed as part of the expense to which the fee relates.

7.22 Corporate Credit Cards

7.22.1 The corporate travel card is to be used exclusively for Senate travel-related expenses identified as eligible under the Travel Point System and is the preferred payment method for a senators' airfare, hotel and car rental expenses.

7.22.2 Only senators may use the corporate travel card.

7.22.3 Senators must review and reconcile their corporate travel card account statements within thirty (30) days of receipt and notify the Finance and Procurement Directorate and the corporate travel card provider of any errors or unauthorized transactions.

7.22.4 Upon direction of the [Internal Economy Committee](#) or upon departure from the Senate, senators must return the corporate travel card to the Finance and Procurement Directorate and ensure that any outstanding balance is reconciled and any ineligible expenses are reimbursed to the Senate.

7.22.5 Non-compliance with this section may result in the card being cancelled and the cardholder restricted from any future access to a corporate credit card. A cardholder may be held personally liable for any loss of money resulting from non-compliance to this policy.



8.0 NEW AND DEPARTING SENATORS AND MOVING EXPENSES

8.1 Declaration

8.1.1 Upon appointment, Senators are to sign a declaration of compliance confirming that they agree to follow the rules, policies and guidelines of the Senate of Canada.

8.2 New Senators

8.2.1 In the first year that a senator takes office, their budgets shall be prorated beginning from the day indicated on the date of the official summons.

8.2.2 Newly appointed senators are provided with the following resources paid from central funding. These resources are provided up until the point that the senator has established their office and staff, up to a maximum of 30 days.

- Temporary Administrative support appointed and managed by the Human Resources Directorate; and
- Use of a temporary parliamentary precinct office and its contents (including internet and telephone).

8.3 Moving Services

8.3.1 Moving expenses, subject to certain limitations, for one (1) move from one location in the senator's province/territory to a residence within the Parliamentary District are paid from central funding.

Moving expenses, subject to certain limitations, incurred within one (1) year of the departure of the Senator for one (1) move from the senator's Parliamentary District accommodation and their parliamentary precinct office to a location within Canada are paid from central funding. The amount paid by the Senate shall not exceed the estimated cost of moving back to the senator's provincial or territorial residence.

8.3.2 All moves shall be carried out using the Senate's approved commercial mover.

8.4 Departing Senators

8.4.1 In the last year that a senator holds office, his or her budgets and travel points shall end on the day that the senator ceases to be a senator.

8.4.2 Two-Month Transition Period

In the period not exceeding two (2) months following their departure date, senators are provided with the following resources that are paid from a central funding:

- Use of one (1) full-time equivalent (FTE), or, in the case of a sudden departure, two full-time equivalents, the primary function of which shall be to assist with office closing procedures
- Use of their parliamentary precinct office, its contents, and its facilities (including internet and telephone) as required for the senator and staff as set out in the Office Expenses Index
- Use of parliamentary precinct common-use facilities and services that do not incur direct,



8.0 NEW AND DEPARTING SENATORS AND MOVING EXPENSES

extra costs

- Use of Senate wireless device and IT equipment
- Use of goods and services required for office closing logistics (i.e. moving boxes)

Personal effects remaining in a senator's parliamentary precinct office at the end of the two-month transition period will be disposed of.

8.4.3 One-Year Departure Period

Upon their departure, senators are provided with the following resources that are paid from central funding:

- Use of the equivalent of up to four (4) travel points for the purpose of travel related to closing a parliamentary precinct office and concluding parliamentary functions

8.4.4 Departing senators must return all Senate assets assigned to their parliamentary precinct office prior to the last day of the two-month transition period in accordance with section 8.4.2. Packing and transportation costs related to removing Senate assets from a parliamentary precinct office are paid for from central funding.

8.4.5 Departing senators must return all Senate assets assigned to their regional office prior to their departure date. Packing and shipping costs related to closing a regional office are paid for from central funding.

If the cost of returning an asset exceeds its replacement value, the Material Management and Logistics Office, in consultation with the CFO, will determine if returning the asset is warranted.

8.4.6 Departing senators must permit Material Management staff to conduct a final physical inventory of Senate assets assigned to their Parliamentary Precinct office.

8.4.7 Following the final physical inventory of a senator's Senate assets, the Material Management and Logistics Office shall submit a report to the senator. Prior to the last day of the two-month transition period, senators must review the report, reconcile any outstanding items, and sign the [Asset Holding Certificate Form \(AHCF\)](#).

9.0 HOUSE OFFICERS

9.1 The following provisions apply to House Officers.

9.1.1 The purchase, licensing, insurance, maintenance and repair costs of the Speaker's vehicle are paid from central funding. Costs of the driver and regular operating costs are paid from the Speaker's budget.



9.0 HOUSE OFFICERS

- 9.1.2 The Office of the Speaker is provided with a corporate credit card to be used to pay for fuel and regular operating expenses of the vehicle assigned to the Speaker. This vehicle-specific credit card may only be used for this purpose.
- 9.1.3 Notwithstanding section 5.16.4, the Speaker is not limited to purchasing alcoholic beverages for a specific parliamentary function.
- 9.1.4 Notwithstanding section 5.16.3 house officers may purchase hospitality goods and services for the purpose of hosting, whether or not external guests are present. Such costs are paid for from the hospitality allocation of the consolidated House Officer, Caucus and Office Budgets.
- 9.1.5 Costs of salaries for additional staff for house officers' are paid from the consolidated House Officers, Caucus and Office Budgets.
- 9.1.6 Where a service contract is required to support House Officers in fulfilling their additional duties, costs of such contracts are paid for from the consolidated House Officer, Caucus and Office Budgets.
- 9.1.7 Staff working in the offices of the Speaker, the Leader of the Government, the Leader of the Opposition or a caucus leader may travel anywhere in Canada, subject to the 64 point limit, to assist the senators in their roles.