



Daily indemnities for transportation expenses and for certain meal expenses during an election period or a leadership campaign

Reference : *Act respecting elections and referendums in municipalities*
(s. 466, 492, 499.11, which refers to s. 466, et s. 499.16)

PURPOSE

Governing the acceptance and the payment of daily indemnities for transportation expenses and certain meal expenses.

SCOPE OF APPLICATION

A person may request a reimbursement of his or her transportation and meals costs based on the actual costs incurred and present relevant supporting documents to the official agent or, in the case of a political party leadership campaign, to the financial representative.

However, subject to an acceptance by the official agent or, in the case of a political party leadership campaign, the financial representative, the applicant may also ask to be reimbursed on the basis of daily indemnities for his or her transportation expenses and for certain meal expenses on polling day.

DAILY INDEMNITIES

Transportation expenses

The applicant can ask to be reimbursed on the basis of a daily indemnity, according to a maximum amount allowed per kilometre which cannot exceed that established by the municipality.

Meal expenses on advance polling day and polling day

On advance polling day and polling day, a maximum daily indemnity for meal expenses of up to \$25 may be reimbursed by the official agent, namely \$10 per lunch and \$15 per supper.

Meal expenses on polling day

On polling day, or in the case of a political party leadership campaign, a maximum daily indemnity for meal expenses of up to \$25 may be reimbursed by the official agent or the financial representative, namely \$10 per lunch and \$15 per supper.

SUPPORTING DOCUMENTS

Per diem allowances for transportation expenses

When a personal automobile is used and when the round trip, for each full day, is more than 180 kilometres, the applicant must provide proof of travel (gas bill or parking receipt) proving that he or she incurred expenses related to this use of his or her vehicle.

Proof of travel is not required for a full-day round trip of less than 180 kilometres when a personal vehicle is used.

Per diem allowances for certain meal expenses

A person may receive the allowance for meal expenses without supporting documents on advance polling day and on polling day.

In all other situations, the reimbursement of meal expenses is made according to the real costs, with the filing of invoices, receipts or other relevant supporting documents.

FORMS TO BE COMPLETED

The person who claims daily indemnities may use the form proposed in this directive or any other document, indicating the necessary justificatory information for the purposes of the payment of the daily indemnities. A template of this form is reproduced on page 3 of this directive. The person making an application for reimbursement of travel and meals expenses must sign the application and the official agent or, in the case of a political party leadership campaign, the financial representative must also sign the claim for approval.

