

THE WALKERTON INQUIRY

The Honourable Dennis R. O'Connor, Commissioner

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LA COMMISSION D'ENQUÊTE WALKERTON

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Summary of guidelines concerning travel and associated expenses

The following summary is intended to assist parties with respect to their claims for disbursements relating to travel and associated expenses. The summary is based on guidelines contained in the Travel Management and General Expenses Directive approved by Management Board Secretariat (September 1997). Those parties wishing greater detail should consult this Directive. Additional travel and expense policies exist in the Management Board of Cabinet Directories and Guidelines. Parties should refer to the full guidelines available from the Ministry of the Attorney General.

Parties should submit claims for disbursements, along with counsel fees, to the independent assessor who will be appointed by the Commissioner and the Attorney General. Contact information for the independent assessor will be placed on the Commission website at the earliest opportunity.

A. Meals

Employees shall be reimbursed for actual meal costs not exceeding the meal rates approved by Management Board of Cabinet:

| | |
|------------|---------|
| Breakfast: | \$ 6.75 |
| Lunch: | \$ 9.25 |
| Dinner: | \$18.00 |

Total daily maximum meal rate reimbursement: \$ 34.00, including gratuities and taxes.

The approved meal rates represent reasonable meal costs. They are guidelines for maximum meal reimbursements, and are not to be considered meal allowances. Receipts are not required to be submitted with expense claims within the approved meal rates.

If meal rates are exceeded, persons authorized to approve claims must ensure that expenditures are supported by receipts and are reasonable for the locations where incurred.

No reimbursements for meal costs shall be made for meals at home prior to departure or on return.

Costs incurred for alcoholic beverages will not be reimbursed.

B. Personal Vehicle Travel

The reimbursement rates for personal vehicle travel on Commission business are:

| Kilometres Driven | Southern Ontario (cents per km) |
|--------------------------|--|
| 0 – 4,000 km | 30.0 |
| 4,001 – 10,700 km | 26.0 |
| 10,701 – 24,000 km | 22.0 |
| More than 24,000 | 18.0 |

C. Rental Vehicles

The following vendors have extended their best pricing to the Ontario Government for an interim period until a new contract is established:

- Avis-Rent-A-Car
- Budget Rent-A-Car
- Discount Rent-A-Car
- Enterprise Rent-A-Car
- Hertz Rent-A-Car
- National Car Rental

Use one of the vendors who have offered best pricing to the Government and select a vendor who provides best value.

Claims for rental vehicles, expenses, and fuel are to be supported by original receipts.

D. Accommodation

Claims for accommodation must be supported by original receipts.

E. Statement of Expense Form

Expenses should be claimed on as a disbursement on a statement of account for services.