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DIRECTIVE #3.1
(s.49(3)(b), (f) - c.L-11.3)

MLA TRAVEL AND LIVING EXPENSES

AUTHORITY

- (1) Every Member is entitled to an annual accountable expense provision, to a maximum that is determined in accordance with clause (16), for travel and living expenses that are incurred by a Member who:
 - (a) is discharging that Member's duties; and
 - (b) is required to be absent from that Member's home.
- (2) Notwithstanding clause (1) and clause (2) of Directive #4.1 – *Constituency Service Expenses*, a Member may use up to a maximum of \$12,000 per year of expense funds calculated under clause (16) of this Directive for constituency service expenses subject to the following conditions:
 - (a) the Member has used all of the funds that have been allocated to him or her under clause (2) of Directive #4.1 – *Constituency Service Expenses*; and

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- (b) constituency service expenses claimed under this clause meet all of the terms and conditions of Directive #4.1 – *Constituency Service Expenses*.

TRAVEL AND LIVING EXPENSES ELIGIBILITY CRITERIA

- (3) Members may seek reimbursement by attaching receipts to a travel expense claim form approved by the Board of Internal Economy or seek direct payment on their behalf by attaching invoices to the form, as follows:
 - (a) by certifying on the form that the expense is in respect of his or her duties as a Member of the Legislative Assembly, being the representative of all constituents, and not in respect of his or her role as a member of a political party; and
 - (b) by signing his or her name directly upon the accompanying receipt or invoice, as the case may be.

CLAIMING TRAVEL AND LIVING EXPENSES

- (4) In order to claim for travel and living expenses, a Member must:
 - (a) in the case of travel by private vehicle, submit a request for reimbursement for travel expenses, that states the claim period and the number of kilometres travelled each day in that claim period at the rate schedule for Saskatchewan as set out by the National Joint Council¹;
 - (b) in the case of travel by any mode other than private or CVA vehicle, submit a request:
 - (i) for reimbursement of the actual travel expenses to be supported by receipt; or
 - (ii) for direct payment on the Member's behalf to be supported by invoice;
 - (c) for meals, submit a request for reimbursement at not more than the rate schedule as set out by the National Joint Council, or the actual and reasonable expenses to be supported by receipts;
 - (d) for costs to attend functions or events where food is served, submit a request for reimbursement of actual expenses to be supported by receipts. Reimbursement is restricted to expenses incurred for the Member only, up to a maximum of \$250 per event.

¹ The National Joint Council consists of representatives of the employers and bargaining agents of the Public Service. The purpose of the Council is to promote the efficiency of the public service and the well-being of those employed in the Public Service.

- (e) for accommodation, submit a request for reimbursement on the basis of either the rate payable to out-of-scope employees under The Public Service Act, 1998 as set out in the Financial Administration Manual, or the actual and reasonable expenses to be supported by receipts.
- (f) reimbursement of all travel expenses by private aircraft shall be based exclusively on direct road distance in accordance with clause (4)(a).
- (g) obtain pre-approval, in writing, from the Speaker for travel outside of Canada and the continental United States. A Member must submit a written request to the Speaker's office that includes all relevant details of the travel request (e.g. purpose of travel, dates, related documentation and estimated costs.)

EXPENSE RESTRICTIONS

- (5) No Member shall claim an expense from this provision that is related to:
 - (a) an announcement of or attendance at party, or party constituency association meetings and events;
 - (b) a solicitation for party membership;
 - (c) a solicitation of contributions, monetary or otherwise, for the Member or the Member's party;
 - (d) the promotion and/or conduct of personal election nominations, campaigns or party leadership campaigns;
 - (e) the conduct or commissioning of surveys about voting intentions;
 - (f) travel outside the province of Saskatchewan for courses taken where tuition is paid through an accredited/non-accredited Canadian/non-Canadian post-secondary educational institution.
- (6) No Member shall claim an expense from this provision that is related to attendance at or participation in golf tournaments.

EXPENSE OPTIONS

- (7) Subject to clauses (8), (9), and (10), instead of clause (4)(e), with the required documentation, every Member who represents a constituency wholly outside the city of Regina has the option of claiming reimbursement for accommodation expenses in the city of Regina at the current Regina rental market rate. A market analysis will

be conducted at the start of each term. Members may exceed the Directive #3.1 – MLA Travel and Living Expenses daily rate in any month but may only claim up to a maximum of \$20,460 annually for reimbursement of accommodation expenses made in accordance with this directive. In the event a Member resigns, retires or is defeated at the polls, any prepaid expense (ie., property taxes, insurance, etc.) will be the personal responsibility of the Member to repay.

- (a) In the case of rental and leased accommodations, reimbursement must be for actual and reasonable expenses incurred to be supported by receipts in the following instances:
 - (i) Rent;
 - (ii) Contents insurance;
 - (iii) Utilities;
 - (iv) Parking;
 - (v) Property management services which includes snow removal and property checks for insurance purpose.
- (b) A Member may authorize the payment of rent directly to the landlord for rental and leased accommodations. Submission of a copy of the rental/lease agreement in the name of the Member is required.
- (c) In the case of owned accommodations, reimbursement must be for actual and reasonable expenses incurred to be supported by receipts and/or proof of payment in the following instances:
 - (i) Property taxes;
 - (ii) Mortgage interest;
 - (iii) Insurance;
 - (iv) Common element fees, if any;
 - (v) Utilities;
 - (vi) Parking
 - (vii) Property management services which includes snow removal and property checks for insurance purpose.
- (d) In the case of an owned accommodation, a Member may authorize the payment of expenses directly to a property manager or condo board. All other expenses will be reimbursed upon the presentation of receipts and/or proof of payment. Submission of documentation is required from a financial institution that

identifies the mortgage principle and interest payable, as well as proof of payment, for reimbursement of mortgage interest payable on an accommodation owned by the Member.

- (8) No claim for rent by any other Member in respect of the same premises may be reimbursed.
- (9) In the event two or more Members share accommodation in Regina, the total expenses claimed by those Members for the shared Regina accommodation may not exceed the amount that would be eligible to be claimed by one Member.
- (10) Leased accommodation may include hotel accommodation where a formal lease agreement is in place. A copy of this agreement must be filed with the Legislative Assembly Service upon commencement and thereafter on an annual basis or sooner if changes are negotiated. This provision is also subject to the reporting requirements of clause (12).
- (11) A Member who chooses the option set out in clause (7) is eligible for the amount claimed whether the Assembly is sitting or not and only if all of the following conditions are met:
 - (a) the Member decides to maintain two residences to facilitate that Member's duties;
 - (b) one of the residences is located in the city of Regina;
 - (c) the accommodation is owned or leased in the Member's name and the transaction is not with another Member or with a person or an entity that is listed in clause (15) in Directive #4.1; and
 - (d) in accordance with clause (12), the Member has provided the required statutory declaration to the Clerk of the Legislative Assembly.
- (12) At the beginning of each fiscal year, before a reimbursement may be made to a Member under clause (7), the Member must complete a statutory declaration in the form approved by the Board of Internal Economy that states the location of the Member's non-Regina residence and the location of the Member's Regina residence.
- (13) A Member who moves his or her non-Regina residence or his or her Regina residence from the location set out in his or her declaration provided under clause (12) shall, without delay after the move, provide to the Clerk a new statutory declaration stating the new location.

AIR PROVISIONS

- (14) In addition to the maximum amount set out in clause (16), Members for the constituencies of Athabasca and Cumberland are entitled to reimbursement or to have direct payment made on the Member's behalf for two return trips per year by air from the Member's place of permanent residence in the constituency to each community in the constituency.
- (15) If a Member travels between his or her constituency and Regina by means of a commercial scheduled airliner, the Member shall be reimbursed or have direct payment made on the Member's behalf for the actual cost of the air trip; the Member's travel expense provision shall be reduced by this amount.

MAXIMUM ACCOUNTABLE EXPENSE PROVISION

- (16) Subject to clause (14) and clause (3) of Directive #4.1 – *Constituency Service Expenses*, the maximum amount for reimbursement to a Member for that Member's annual travel and living expenses is to be determined as follows:
- (a) For Members who represent constituencies wholly located in the city of Regina the maximum allowable travel and living expenses is the sum of:
- (i) 30,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
- (ii) one-half of the amount calculated in sub clause (16)(b)(ii);
- (b) For Members who represent constituencies of 100 square kilometres or less, excluding those constituencies wholly located in the city of Regina, the maximum allowable travel and living expenses is the sum of:
- (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 30,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
- (ii) the amount of \$48.67* multiplied by 365;
- (c) For Members who represent constituencies of more than 100 square kilometres but less than 2,000 square kilometres, the maximum allowable travel and living expenses is the sum of:

- (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 42,500 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
 - (ii) for constituencies located wholly outside of the city of Regina, the amount calculated in sub clause (16)(b)(ii);
 - (iii) for constituencies located partially within the city of Regina, one-half of the amount calculated in sub clause (16)(b)(ii);
- (d) For Members who represent constituencies over 2,000 square kilometres, the maximum allowable travel and living expenses is the sum of:
 - (i) The distance in kilometres for 52 round trips between Regina and the largest centre in the constituency or the home of the Member in the constituency, whichever is the greater, plus 55,000 kilometres multiplied by the highest amount per kilometre during the year paid to Saskatchewan federal civil servants in accordance with the National Joint Council's kilometre rate schedule, and
 - (ii) the amount calculated in sub clause (16)(b)(ii).
- (17) In calculating the maximum annual allowable expenses for Members of Executive Council, the Speaker and the Leader of the Opposition only three quarters of the amounts stated in clauses (16)(a)(i), (b)(i), (c)(i) or (d)(i), as the case may be, is to be used in determining that Member's maximum annual allotment.

ADJUSTMENTS TO PROVISION

- (18) The dollar amounts, with the exception of sub clause (16)(b)(ii), stated in this Directive shall be adjusted to coincide with amendments to the National Joint Council rates.
- (19) Notwithstanding sub clause (16)(b)(ii), when a fiscal year is a leap year, the amount specified in clause (16)(b)(ii) is to be multiplied by 366.
- (20) On April 1 of each year, the amount specified in sub clause (16)(b)(ii) shall be increased or decreased by the annual change in the Consumer Price Index for Saskatchewan, and this Directive may thereupon be reproduced without further amendment.