



Government of Canada
Privy Council Office

Gouvernement du Canada
Bureau du Conseil privé

Ottawa, Canada
K1A 0A3

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MEMORANDUM FOR MICHAEL WERNICK

FEB 24 2016

SEEN BY THE CLERK
VU PAR LE GREFFIER
FEB 26 2016

**GUIDELINES FOR REIMBURSEMENT AND DISCLOSURE
OF TRAVEL BY THE PRIME MINISTER**

(for approval)

- Please find attached for your approval the guidelines for reimbursement and disclosure of travel by the Prime Minister.
- The guidelines apply to occasions where the Prime Minister is travelling on official business and/or on personal business and is accompanied by his spouse, children, family, friends or residential staff.
- I recommend that the attached guidelines be approved. **Do you agree?**



Michelle Doucet
Assistant Deputy Minister
Corporate Services Branch

Attachment

Canada

NOT REVIEWED

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2016-FPAD-00006

Travel by the Prime Minister, His Family and Guests: Guidelines for Reimbursement and Disclosure

I General

The following guidelines apply to occasions where:

- the Prime Minister is travelling on official business and is accompanied by his or her spouse, children, residential staff or guests, either within Canada or internationally, and
- the Prime Minister is travelling on personal business and is accompanied by his or her spouse, children, residential staff or guests.

II Official Business

a) Air Travel

For security reasons, the Prime Minister and his or her family must use the Department of National Defence (DND) planes, the Challenger and the Airbus A310, for both official and personal air travel, unless alternative arrangements are made with the Prime Minister's Protective Detail of the Royal Canadian Mounted Police (RCMP). The Challenger is mainly used for travel within North America and the Airbus is used for major international trips.

Spouse – When the Prime Minister is accompanied by his or her spouse on government business, both internationally and domestically, the Government of Canada will incur the cost of air transportation for the spouse.

Children – If any of the Prime Minister's children travel domestically with the Prime Minister during government business, and there is room on the aircraft at no incremental cost to the Government of Canada, the Prime Minister will not be asked to reimburse the cost of the air transportation for the children. However, if there is an incremental cost, then the Prime Minister will be asked to reimburse the cost at a rate to be determined by DND having regard to commercial rates. If the children are part of the official delegation for an international trip, the cost will be paid by the Government of Canada

Guests – If other members of the family, friends, or any other guests of the Prime Minister or his or her spouse (the "guests"), not otherwise part of the official delegation, travel with the Prime Minister on the DND planes during government business, the Prime Minister or the guest will be asked to reimburse the cost. DND will determine the cost having regard to commercial rates.

Residential Staff – If a residential staff member is requested to travel with the Prime Minister and his or her family on official business, the Government of Canada will incur the cost of the air transportation, as the travel is required to fulfil the staff member's duties.

b) Ground Transportation

Spouse – When the Prime Minister is accompanied by his or her spouse on government business, both internationally and domestically, the Government of Canada is responsible for the spouse's ground travel and will incur the costs for this travel.

Children – If any of the children travel with the Prime Minister during government business, they travel in the transportation provided by the RCMP and the Government of Canada incurs the costs.

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Guests – If other members of the family, friends or any other guests of the Prime Minister or his or her spouse travel with the Prime Minister during government business, they will normally be responsible for their own travel. However, if there is room in the ground transportation normally provided for the Prime Minister and his or her spouse, the guests may be invited to ride in the motorcade.

Residential staff – If a residential staff member travels with the Prime Minister, while he or she is on official business, and there is room in the vehicles provided for the Prime Minister and his family, the staff member can travel in the motorcade. In the case where the residential staff member travels separately, the staff member would be reimbursed for those costs by the Government of Canada.

c) Accommodation

Spouse – When the Prime Minister's spouse accompanies him or her on government business trips and uses the same accommodation, both in Canada and internationally, the costs are covered by the Government of Canada, as part of the Prime Minister's accommodation.

Children – If any of the children of the Prime Minister travel with him or her during government business and require accommodation beyond that required for their parents, the Prime Minister will be asked to reimburse those costs. Accommodation costs for international events are negotiated by Global Affairs Canada during the trip planning. Global Affairs Canada will invoice the Prime Minister directly for any additional accommodation costs related to the children's travel, which will be paid by the Prime Minister to Global Affairs Canada. Additional accommodation costs incurred for the Prime Minister's children within Canada are to be paid by the Prime Minister.

Guests – If other family members, friends or any other guests, not otherwise part of the official delegation, travel with the Prime Minister during international government business and require accommodations, the guest will be asked to reimburse those accommodation costs as per the provisions for the children of the Prime Minister. For all accommodation related to travel with the Prime Minister within Canada, the guest is personally responsible for arranging and paying for them.

Residential staff – If a residential staff member is required to travel with the Prime Minister while he is on official business, the staff member's accommodation will be covered by the Government of Canada.

d) Meals and Incidentals

On all international trips, breakfast is included in the accommodations costs negotiated by Global Affairs Canada, therefore the following only applies to lunches, dinners, snacks and incidentals on international trips. For travel within Canada, the following applies to all meals and incidentals, including breakfasts.

Spouse – When the Prime Minister's spouse accompanies him or her on government business trips, the cost of the spouse's meals will be covered. In general, meals are provided during the programs attended by the spouse. Any meal or incidentals incurred personally by the spouse can be reimbursed based on the National Joint Council *Travel Directive* Appendix C or D.

Children – Unless they are part of the official delegation for an international trip, the Prime Minister will personally be responsible for paying the costs of meals and incidentals for each child travelling with the Prime Minister during government business.

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Guests – If other family members, friends, or any other guests, not otherwise part of the official delegation, travel with the Prime Minister during government business, each guest will be responsible for the cost of their meals and incidentals and these are not reimbursable by the Government of Canada.

Residential staff – If a residential staff member is required to travel with the Prime Minister while he is on official business, their meals and incidentals will be covered by the Government of Canada, as per the National Joint Council *Travel Directive* Appendix C or D.

e) Other Costs During Official Travel

While on official business, all other costs incurred by the Prime Minister, his or her family, and any guests not part of an official delegation are the personal responsibility of the Prime Minister or the guest. The guidelines issued by the Office of the Conflict of Interest and Ethics Commissioner should be taken into consideration at all times.

III Personal Travel

When the Prime Minister travels for personal purposes, the RCMP provides personal security to the Prime Minister and his or her family. The Privy Council Office (PCO) will also provide PCO Tour support to ensure basic administrative support and secure communication capacities for the Prime Minister during his personal travel. One PMO exempt employee may also travel to support the Prime Minister. All of these costs will be paid by the Government of Canada. In addition, if a residential staff member is asked by the Prime Minister to accompany his or her family on personal travel as part of their duties, the Government of Canada will cover the travel-related costs, if requested. These Government of Canada employees, including the PMO exempt employee, are not considered guests for the purposes of this guideline.

a) Air Travel

When the Prime Minister and/or his immediate family travel on personal business using the Challenger or the Airbus A310 plane, the Prime Minister must reimburse the DND for the airfare for each person travelling, including the Prime Minister. This also applies to any other guests who travel on the Airbus or the Challenger. DND will determine the cost of the air travel, having regard to commercial rates.

If the Prime Minister and/or his immediate family opt to undertake personal travel in conjunction with official travel, the cost for the portion of personal travel must be reimbursed.

b) Ground Transportation

When the Prime Minister or his or her family travel for personal reasons, the RCMP is responsible for his or her ground transportation. The Government of Canada incurs the costs for their personal travel on the ground, both internationally and domestically. Friends, other family members, or additional exempt staff may travel in the

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transport normally provided for the Prime Minister and his or her spouse, if there is room. If there is no room, the guests must make their own arrangements for their ground transportation.

c) Accommodation, Meals and Other Costs

All costs incurred during personal travel time by the Prime Minister, his or her family, or any other accompanying guest are the responsibility respectively of the Prime Minister and his/her guests. These costs will not be reimbursed by the Government of Canada.

III Disclosure

Travel expenses of the Prime Minister for official business will be posted on the Privy Council Office website under the Proactive Disclosure and be reported through Public Accounts. All Government of Canada-paid travel-related expenses of the Prime Minister's spouse, children, and/or residential staff will also be disclosed.

The Prime Minister's reimbursement to the Government of Canada and DND of his personal travel costs or the travel costs of his or her children, family, friends, or staff is not routinely disclosed.