

## **ADDENDUM TO THE TRAVEL, MEAL AND HOSPITALITY EXPENSES DIRECTIVE**

### **1.0 Application and Scope**

- 1.1 This Addendum to the *Travel, Meal and Hospitality Expenses Directive* applies to:
- All ministries including I&IT clusters
  - All agencies classified under the *Agency Establishment and Accountability Directive*.
- 1.2 In the event of a conflict or inconsistency, this Addendum prevails over:
- The main body of the *Travel, Meal and Hospitality Expenses Directive*
  - The *Agency Establishment and Accountability Directive*
  - A memorandum of understanding between a Minister and a classified agency.

### **2.0 Mandatory Requirements**

- 2.1 Subject to paragraph 2.2, a ministry or classified agency shall not pay or reimburse a consultant for any hospitality, incidental or food expenses, including but not limited to expenses in respect of:
- Meals, snacks and beverages
  - Gratuities
  - Laundry, dry cleaning and valet services
  - Dependant care
  - Personal telephone calls.
- 2.2 A ministry or classified agency may reimburse a consultant for reasonable expenses of the types set out in paragraph 2.1 in accordance with the *Travel, Meal and Hospitality Expenses Directive* if it entered into a contract with the consultant before the date of this Addendum set out below and the contract provides for such reimbursement.
- 2.3 Despite paragraph 2.2, a ministry or classified agency shall strongly discourage a consultant from making a claim for such reimbursement.

- 2.4 A ministry or classified agency shall reimburse a consultant for reasonable expenses for travel by air, rail or car or for hotel accommodation in accordance with the *Travel, Meal and Hospitality Expenses Directive* where the contract between the ministry or classified agency and the consultant provides for such reimbursement.

### **3.0 Responsibilities**

- 3.1 Deputy Ministers are responsible for ensuring that the mandatory requirements contained in this Addendum are followed in their ministries.
- 3.2 Agency Chairs are responsible for ensuring that the mandatory requirements contained in this Addendum are followed in their classified agencies.
- 3.3 The Secretary of the Management Board of Cabinet is responsible for ensuring that ministries and classified agencies are notified of this Addendum.
- 3.4 The Management Board of Cabinet is responsible for approving any exceptions to or exemptions from this Addendum.

Addendum approved by Management Board of Cabinet on July 16, 2009.