

Attention: Added Parties Living Outside Canada

If you are an added party to an appeal, and you live outside of Canada, we will pay for some of your costs to attend the Review Tribunal hearing.

Before your hearing, our office will pay for:

1. Your air ticket. We will book your flight and we will pay for your ticket. Your ticket will be round-trip economy class. Your flight will depart from the airport that is closest to your home, and, your flight will arrive in Canada in the city where your Review Tribunal hearing will take place. We will contact you to discuss travel arrangements.
2. Your hotel room. We will book your hotel and we will pay for your room. Your hotel room will be in the same hotel where your hearing will take place. Your room will be for one person. We will contact you to discuss accommodation arrangements.

After your hearing, our office will pay you for:

1. Ground transport. We will pay you for:
 - a. a bus, shuttle, or taxi that you took to get from your home to the airport.
 - b. a shuttle or taxi that you took to get from the airport in Canada to the hotel.
 - c. a shuttle or taxi that you took to get from the hotel to the airport in Canada.
 - d. a bus, shuttle, or taxi that you took to get from the airport back to your home.You must ask for receipts. When you are home again after your hearing, send the receipts to us with your Travel Expense Claim. We must have the receipts to be able to pay you.
2. Meals and miscellaneous. We will pay you for your breakfast, lunch, dinner, and a little extra, for:
 - a. the day that you travelled to Canada.
 - b. the days that you needed to be in Canada for your hearing.
 - c. the day that you travelled back home.Do not send us receipts. We will pay you using the Government of Canada's approved amounts.
3. Photocopying. We will pay you for photocopies of documents that you present at your hearing. You must ask for receipts. When you are home again after your hearing, send the receipts to us with your Travel Expense Claim. We must have the receipts to be able to pay you.

We will not pay for:

We will not pay for, or pay you for, any costs that are not listed above, including (a) visas, passports, travel insurance, or medical insurance (b) the costs of any person other than yourself, including representatives, witnesses, or family/friends.

How we pay you:

We send you a Travel Expense Claim form before you travel to Canada. When you are home again after your hearing, you must fill out the form, and mail it to us with your receipts. By mail, we will send to you a cheque in your local currency if possible, and in Canadian funds otherwise. Please expect to wait at least eight weeks to receive your cheque from the date that you mail your Travel Expense Claim.