

**OFFICE OF THE COMMISSIONER OF REVIEW TRIBUNALS (OCRT)
CANADA PENSION PLAN (CPP) / OLD AGE SECURITY (OAS)**

TRAVEL ALLOWANCES FOR APPELLANTS AND ADDED PARTIES

The rates for government travel are set by Treasury Board. Appellants and Added Parties may be entitled to claim reasonable travel expenses while in travel status to attend a Review Tribunal hearing.

Please note that we do **not** pay for loss of income, professional fees, the costs of obtaining new medical reports, or travel costs of any of your family members or friends, your representative, or anyone else who is helping out with your case or giving evidence for your case. We do however pay for costs incurred in obtaining existing medical evidence (that is photocopy charges/access fees related to reports already on file with your doctor or at a medical facility).

MEALS AND INCIDENTALS

No receipts are required when claiming meals. Please indicate the meals for which you are requesting payment. Explanatory notes are helpful in the verification of entitlements for meal allowances.

Where there is overnight accommodation authorized and used in either a commercial establishment or private residence, an incidental expense allowance will be paid for each day in travel status. Miscellaneous expenses which travellers incur while away from home overnight, such as tips, laundry, dry cleaning, coffee, personal supplies and services are reimbursed under what is called an 'incidental allowance'.

TRANSPORTATION

Airline tickets and train tickets, economy fare, must be arranged through the OCRT Client Service Officer and booked by BTI Canada Travel Group, and are prepaid by OCRT. Original ticket stubs, boarding passes, and travel itinerary must be attached to the traveller's expense claim.

PRIVATE VEHICLE ALLOWANCE

The traveller must ensure that he/she has adequate vehicle insurance. Please be aware that in the event of an accident or other damage, the Government of Canada will not assume responsibility for deductible amounts related to insurance coverage.

The traveller will be reimbursed the kilometric rate for the province in which the vehicle is registered. The entitlement will be calculated for reimbursement by the financial staff of the OCRT.

All necessary costs incurred for parking, taxi, bus, ferry, and tolls shall be reimbursed with original receipts.

NOTE: Rates are reviewed/revised by Treasury Board every January 1, April 1, July 1 and October 1, for meals and for kilometres. The appropriate rates will be applied to your travel claim when it is processed for payment