

Attention: Appellants Living Outside Canada

If you are an appellant living 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 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 Review Tribunal hearing will take place. Your room will be for one person. We will contact you to discuss travel and accommodation arrangements.

After your hearing, our office will pay you for:

1. Ground transport. We will pay you for:
 - a. a shuttle or taxi that you took to get from the airport in Canada to the hotel.
 - b. a shuttle or taxi that you took to get from the hotel to the airport in Canada.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. Access fees and photocopying. We will pay you for getting copies of documents that you send to us before your hearing, or that you present at your hearing. We will pay you for:
 - a. fees that you were charged by doctors, clinics, or hospitals to get your medical records from files. Your medical records can be dated up to and including the date of your hearing.
 - b. charges to photocopy your documents or your medical records.You must ask for receipts. Also, please ask that photocopy charges are shown separate from access fees. 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.

If your appeal is successful, our office will also pay you for:

1. Your air ticket. We will pay you for the cost of a round-trip economy class air ticket from the airport that is closest to your home to the city in Canada where your hearing took place. We cannot buy your air ticket for you. You must purchase this yourself. You must keep your original airline receipt, boarding passes and travel itinerary. 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.

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2. 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 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.

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 (c) fees that you are charged by doctors to write letters or reports, to complete forms, or to summarize medical record files.

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. After the decision of the Review Tribunal is mailed to you, we mail to you a cheque in your local currency if possible, and in Canadian funds otherwise. Please expect to wait at least six weeks to receive your cheque from the date that the Review Tribunal decision is mailed, or the date that we receive your Travel Expense Claim, whichever is later.