

**This form is used in the declaration of travel costs provided by a third party for Members of Council in the performance of their duties if the value exceeds \$300, or if total value received from any one source during a calendar year exceeds \$300.**

**INFORMATION TO BE COMPLETED BY COUNCIL MEMBER**

<b>Name of Councillor:</b>	
<b>Purpose of Trip:</b>	
<b>Travel Destination:</b>	
<b>Travel Dates:</b>	
<b>Additional Information:</b>	
<b>Travel Expenses Covered by Third Party (please complete all that apply)</b>	
<b>Sponsor of Travel:</b>	Name: Type of Sponsor (check all that apply): <input type="checkbox"/> Government <input type="checkbox"/> Other organization <input type="checkbox"/> Conference Organizer
<b>Registration Fees:</b>	\$
<b>Travel:</b>	\$
<b>Accommodation:</b>	\$
<b>Ground Transportation:</b>	\$
<b>Per Diem/Sundry Expenses:</b>	\$
<b>TOTAL:</b>	\$
<b>Expenses Paid from Councillor Business Travel Budget</b>	\$
<b>Expenses Paid from Constituency Services &amp; Office Budget</b>	\$
<b>Expenses Paid Personally by the Council Member:</b>	\$

Please attach all pertinent information to this form including invitation letter from event organizer, copies of receipts, etc.)

Signed by Councillor: \_\_\_\_\_ Date: \_\_\_\_\_

The personal information on this form is collected under the authority of the City of Toronto Act, 2006, ss. 157 and 159, and By-Laws 1076-2006, 154-2007 and 861-2008. The information is used to ensure compliance with the Code of Conduct for Members of Council. The information may also be shared with the City Clerk to report the donation as a Gift and Benefit. Questions about this collection can be directed to the Integrity Commissioner, 375 University Avenue, Suite 202, Toronto ON M5G 2J5 or at 416-397-7770.

### **Important Information**

This form will be a matter of public record and will be posted on the internet as part of the routine disclosure of Councillor expenses.

The Code of Conduct for Members of Council, Part IV, Gifts and Benefits, states that no member shall accept a fee, advance, gift or personal benefit that is connected directly or indirectly with the performance of his or her duties of office, unless permitted by the exceptions listed. The following is listed as an exception:

- "(f) food, lodging, transportation and entertainment provided by provincial, regional and local governments or political subdivisions of them, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the member is either speaking or attending in an official capacity;"

If the value of the gift or benefit exceeds \$300, or if the total value received from any one source during the course of a calendar year exceeds \$300, the member shall within 30 days of receipt of the gift or reaching the annual limit, file a disclosure statement with the Integrity Commissioner.

This form will serve to disclose any items defined in (f) above.

Upon receiving the Travel Declaration from the Council Member, the Integrity Commissioner shall review to ascertain whether this might, in her or his opinion, create a conflict between a private interest and the public duty of the member. In the event that the Integrity Commissioner makes that preliminary determination, he or she shall call upon the member for clarification. Should the Integrity Commissioner determine that receipt was inappropriate, he or she may direct the member to reimburse the sponsor for the value.

Questions can be addressed to: Integrity Commissioner  
416-397-7770 (ph.)

Completed and signed form should be returned to: The Office of the Integrity Commissioner  
375 University Avenue, Suite 202  
Toronto, Ontario M5G 2J5

### **Authority & Guidelines**

- Part IV of *Code of Conduct for Members of Council*, as approved by City Council at its meeting on September 25, 26 and 27, 2006, which covers Gifts And Benefits. <http://www.toronto.ca/integrity/integrity-protocols-policies.htm>