

Travel Declaration Forms: A Guide

Procedure for Accepting Sponsored Travel

1. Contact the Integrity Commissioner for advice about whether the sponsored travel is permissible under section (f) of Article IV (Gifts and Benefits) of the *Code of Conduct for Members of Council* (the “Code”).
2. If permitted, the councillor may attend the trip as sponsored travel.
3. Upon return, finalize costs, gather supporting documents and submit expense claim (if applicable) to the City Clerk’s Office.
4. Complete a Travel Declaration Form (TDF), attach supporting documents and submit the package to the Office of the Integrity Commissioner (OIC) at integrity@toronto.ca. We do not require paper copies.
5. The Integrity Commissioner will review the submission. The OIC will be in contact with you should there be any questions or discrepancies.
6. Upon approval, the OIC will send a confirmation letter. Copies of approved travel declarations will be posted on the OIC website in accordance with the Code.

Some Tips

- Sections A and B must be completed. Section C is required to be completed if costs have been claimed from the Councillor’s Business Travel Budget, the Constituency Services and Office Budget (CSOB) and/or other City of Toronto sources. For assistance with completing Section C, please consult the City Clerk’s Office.
- All information indicated on the form must match the supporting documents.
- All costs claimed on the form, require supporting documents (e.g. receipts, email confirmation from sponsor).
- If different currencies are listed, please indicate the currency for each cost. When calculating the total, please include the totals in each currency. There is no need to calculate the conversions unless this was done when the costs were paid.
- Please double-check the math. The total amount indicated in Section B should be a sum of all fields in Section B.
- For reimbursements, proof of the purchase as well as proof of the reimbursement are required.

Examples of Supporting Documents

- Invitation from sponsor
- Agenda or itinerary
- Airfare receipt or confirmation of costs from sponsor
- Hotel accommodation receipt or confirmation of costs from sponsor
- Any other receipts or confirmation of costs that are being paid by the sponsor (e.g. ground transportation, registration fees etc.)

Further Information

This guidance is intended to provide general information. To rely on the Integrity Commissioner's advice about a specific situation, members must seek written advice in the manner contemplated by Article XVII of the Code of Conduct.

If you have any questions, please contact:

Office of the Integrity Commissioner
City of Toronto
375 University Avenue, Suite 202
Toronto, ON M5G 2J5
Tel: 416-392-3826
Email: integrity@toronto.ca

Issued: September 2019

This form is used in the declaration of travel costs provided by a third party for Council Members 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

Section A

Council Member:	Required	
Purpose of Trip:	Required	
Travel Destination:	Required	
Travel Dates:	Required	
Additional Information:	Please indicate in what capacity the member participated (e.g. councillor, committee member, speaker, participant etc.)	

Section B

Supporting Documentation Required

Travel Expenses Covered by Third Party (please complete all that apply)		
Sponsor of Travel:	Required	Name: The party that is paying for the travel expenses Type of Sponsor (check all that apply): <input type="checkbox"/> Government <input type="checkbox"/> Other organization <input type="checkbox"/> Conference Organizer
Registration Fees:		\$
Travel:		\$ e.g. airfare
Accommodation:		\$ e.g. hotel accomodation
Ground Transportation:		\$ e.g. taxi trip
Per Diem/Sundry Expenses:		\$ e.g. meals
TOTAL:	Required	\$

Section C

Expenses Paid from Council Business Travel Budget	\$	Costs indicated on the Councillor's expense claim
Expenses Paid from Constituency Services & Office Budget or the annual operating budget for the Office of the Mayor	\$	
Expenses paid from other City of Toronto sources	\$	Source:

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

Signed by Council Member: _____ 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 and will be made public. The information will be provided to the Office of 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, at 416-392-3826, or at integrity@toronto.ca.

Important Information

This form will be publicly disclosed in accordance with Article IV of the Code of Conduct for Members of Council.

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;

This form will serve as a disclosure statement required by the Code.

Upon receiving the Travel Declaration from the Council Member, the Integrity Commissioner shall review the form to determine whether the gift is permissible. 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 the gift was not permitted, he or she may direct the Member to reimburse the sponsor for the value.

Questions can be addressed to:

Integrity Commissioner
416-392-3826
integrity@toronto.ca

Completed and signed form should be submitted to:

The Office of the Integrity Commissioner
375 University Avenue, Suite 202
Toronto, Ontario M5G 2J5

Authority & Guidelines

Part IV of the Code of Conduct for Members of Council. Available at www.toronto.ca/integrity.