



How to Disclose Sponsored Travel

Any trip worth more than \$200 that is not fully paid by the government, a political party, a recognized parliamentary association or Members themselves must be publicly declared under the [Conflict of Interest Code for Members of the House of Commons](#). Within 60 days after the end of a sponsored trip, Members must disclose it to the Conflict of Interest and Ethics Commissioner by filling out a [Public Statement of Sponsored Travel by Members](#). All benefits (including gifts) received during the trip must be disclosed on this form.



Public statement of sponsored travel by members

By completing this form, you are complying with subsection 15(1) of the *Conflict of Interest Code for Members of the House of Commons*. Should you require any assistance in filling out this form, please contact the Office of the Conflict of Interest and Ethics Commissioner at 613-995-0721.

- 15(1) If travel costs exceed \$200 and those costs are not wholly paid from the Consolidated Revenue Fund or by the Member personally, his or her political party or any parliamentary association recognized by the House, the Member shall, **within 60 days after the end of the trip**, file a statement with the Commissioner disclosing the trip.
- (2) The statement shall disclose the name of the person or organization paying the travel costs, the name of any person accompanying the Member, the destination or destinations, the purpose and length of the trip, the nature of the benefits received and the value, including supporting documents for transportation and accommodation.

Source: *Conflict of Interest Code for Members of the House of Commons*

Name of Member: _____

1 Name of any person accompanying the Member (if any): _____

Destination(s): _____

Purpose of the trip: _____

Sponsor of trip (official name): _____

Dates (yyyy/mm/dd): From: _____ To: _____ 2 (_____ days)

Benefits received:

Nature			3 Value	4 Description
Gifts	yes ☐	no ☐	\$ _____	_____
Transportation	yes ☐	no ☐	\$ _____	_____
Accommodation	yes ☐	no ☐	\$ _____	_____
Other	yes ☐	no ☐	\$ _____	_____

5 ☐ I am including supporting documents for transportation and/or accommodation.

☐ I was unable to obtain supporting documents for transportation and/or accommodation.

This declaration is made with the knowledge that a certified copy will be placed in the Public Registry maintained by the Office of the Conflict of Interest and Ethics Commissioner.

Signature _____ Date _____

1. Indicate the name of anyone who went on the trip with the Member as their guest and whose expenses were paid by the sponsor.
2. If travel was extended for reasons other than the sponsored trip, do not include the extra days.
3. Provide amounts in CAN\$. Enter total amounts (not per person) paid by the sponsor. They can be approximate if source documents are not available.
4. You may include a generic description such as “see supporting documents” (when applicable) or appropriate details for each category, e.g. plane tickets and taxis in the Transportation section, or meals and entrance fees under Other. Please specify if some expenses were for just one traveller or just for a portion of the trip, e.g. sponsor paid the Member’s flights but not their guest’s.
5. You must submit any supporting documents that confirm the information you provided about accommodation, transportation and the event attended and any other relevant document. If an email is provided as a supporting document, it must be from the sponsor. If you do not have any supporting documents, please check the second box and explain why you cannot provide any.

You can submit the completed form and supporting documents by mail or by email at info@cie.parl.gc.ca. The Office will review the information to make sure it is complete and post it in the [public registry](#). If you have any questions or require assistance, please call 613-995-0721 or email info@cie.parl.gc.ca.