

Constituency Office Allowance – Eligible and Ineligible Expenses

Eligible Expenses	Examples
Business equipment not provided by the Legislative Assembly	Cameras, mobile phones for staff, or window coverings
<i>Additional</i> stationery supplies (if annual allotment is exceeded)	
Other office supplies necessary for the set-up and running of a business office	Pens/pencils, calendars, note pads, staplers
Annual service contracts not provided by the Legislative Assembly	Water delivery, or security installation and monitoring
Fees for other contracted services	Writers, janitorial, or office maintenance workers
Postage, couriers	
Utilities not covered under the lease agreement	Electricity, water, parking, or security
Annual membership dues in non-political, non-religious associations	
Expenses for staff to attend in-constituency meetings or functions on behalf of a Member	Business lunches, accommodation, event fees and mileage
Fees for Members to attend non-partisan events in their capacity as Members (Member or representative must attend or the expense is ineligible)	Non-partisan events within a reasonable vicinity of the constituency, inclusive of proceeds for event attendance going towards fundraising, donations or sponsorship.
Constituency assistant travel costs exceeding the Member allotment of 12 accompanying person trips per year	Accommodation, travel, per diems for travel within the province not assigned as an accompanying person trip
Communications expenses	Newspaper ads, MLA reports, householders, signage, web page design, or inserts in special event programs
Protocol items	Gift items such as pins and flags
Other miscellaneous expenses	Supplies such as utensils, coffee maker, or hand towels

Ineligible Expenses	Examples
Politically partisan advertising or mailings	Print or digital advertising using party slogans, political statements, or other identifiers (excluding names and colours), paid promotion of partisan social media posts
Salary or payments of any kind to a member of the Member's family	
Items/cash donated for third-party fundraising, except for cash related to event attendance.	
Any costs related to partisan, political activities of the Member, the party's constituency association, or the provincial political party	Fund-raisers or any kind of event related to raising donations or awareness of a political party
Items of a personal nature, and payments towards personal capital assets	Clothing, acquiring equity in real estate, leasing or purchasing a motor vehicle
Buying alcoholic beverages	