



Leadership Contestant's Statement of Expenses (EC 20197) – Instructions

When to use this form

The leadership contestant must submit this form to the financial agent, along with all invoices and receipts, within five months after contest day. This statement lists the travel and living, personal, and litigation expenses paid by the contestant. It also shows litigation and personal expenses paid from a source of funds other than the contestant's own funds. This statement must be completed even if the leadership contestant did not pay for any of these expenses.

Any expenses reported on this statement must also be reported in the *Leadership Contestant's Campaign Return* (EC 20192).

Tips for completing this form

The personal expense categories are childcare, care for person with a physical or mental incapacity, disability, or other personal expenses.

Travel and living expenses:

Report the travel and living expenses that are paid by the contestant and expected to be reimbursed by the campaign to the contestant or contributed to the campaign by the contestant.

Personal and litigation expenses paid by the contestant:

Report the personal and litigation expenses that are paid out of the contestant's own funds and are expected to be either reimbursed or not to be reimbursed to the contestant.

Personal and litigation expenses paid from another source:

Report the personal and litigation expenses that are paid from a source of funds other than the campaign bank account or the contestant's own funds. In Section D, provide details of these sources of funds.

Declaration:

The declaration attesting to the completeness and accuracy of the return must be signed and dated by the contestant.

Required Documents

Proof of payment is required for all paid expenses, as are vouchers for any expense of \$50 or more.

Resources and support

For more information, please refer to the *Political Financing Handbook for Leadership Contestants and Financial Agents* (EC 20195).

If you are not sure how to complete this form or you have any questions, call the Political Entities Support Network at 1-800-486-6563.

Where to send the form

This form, and any supporting documentation, can be sent by email (in PDF format), courier, mail or fax.

Email

efr-rfe@elections.ca

Mail

Elections Canada
30 Victoria Street
Gatineau Quebec K1A 0M6

Fax

Political Financing
1-888-523-9333 (toll-free)