

# **LEADERSHIP CONTESTANT'S STATEMENT OF PERSONAL EXPENSES (EC 20197)**

## **Introduction**

The leadership contestant must complete the *Leadership Contestant's Statement of Personal Expenses* (EC 20197) and submit it to the financial agent within five months after the end date of the contest. This statement reflects any personal expenses reasonably incurred in relation to the leadership contest that were paid by the contestant and that have not been reimbursed by the leadership contestant's campaign. This statement must be submitted even if the leadership contestant did not pay for any personal expenses.

Any personal expenses reported on this statement should be reported in the *Leadership Contestant's Campaign Return* (EC 20192). If the intention is to reimburse the contestant, they should be recorded as unpaid claims; or if the intention is not to reimburse the contestant, they should be recorded as contributed or transferred property or service.

## **Filling Out the *Leadership Contestant's Statement of Personal Expenses***

### ***Section A. Contest Information***

Enter the political affiliation and the start and end dates of the contest using the format yyyy/mm/dd.

### ***Section B. Contestant's Information***

Enter the contestant's full name.

### ***Section C. Transportation Costs***

Report the transportation costs paid by the contestant. Split the expenses among air travel, ground transportation (bus, train, taxi or rental), gas and oil or mileage, and repairs. Sum the amounts and enter the subtotal of the transportation costs.

### ***Section D. Cost of Temporary Lodging***

Report the costs of temporary lodging paid by the contestant. Specify the costs of hotel and/or motel, apartment, condominium and/or house rental or lease. Sum the amounts and enter the subtotal of the cost of temporary lodging.

### ***Section E. Cost of Meals and Incidentals***

Report the costs of meals and incidentals paid by the contestant. Incidentals may include coffee, water and snacks. Sum the amounts and enter the subtotal of the cost of meals and incidentals.

**Section F. Cost of Care and Disability-Related Expenses**

Report the costs related to child care and care of a person with a physical or mental incapacity, as well as expenses related to a disability, paid by the contestant. Sum the amounts and enter the subtotal of the cost of care and disability-related expenses.

**Section G. Other Expenses**

Enter the total of any other costs paid by the contestant – for example, dry cleaning, personal grooming and personal cell phone. Attach a list giving details of each amount recorded.

**Section H. Grand Total**

Sum items 1 to 5 and enter the total.

**Section I. Declaration**

This section states the contestant’s declaration regarding the completeness and accuracy of the statement. The declaration must be signed by the contestant and dated using the format yyyy/mm/dd.

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