

Elections Expenses

After the close of polls on election day, other than close-out-costs, all expenses are deemed to be non-election expenses (including expenses incurred for a social function and "thank-you" notices).

Close-out-costs up to seven days after election day that are considered election expenses for the campaign office are eligible for reimbursement. Examples are:

- Office rent
- Equipment rentals
- Telephone
- Internet

 Documentation for Payments

Any payment for election expenses of \$25 or more must be supported by an itemized receipt which provides all details required for auditing.

All invoices and claims must be submitted to the official agent no later than 30 days after election day. You should advise all your vendors, workers, and volunteers of this 30-day deadline.

Review the document of election expenses section in the official agent handbook for information on the type of documentation required.

 Contributions

Election day is the last day you can accept contributions. If someone has mailed you a contribution, it must be postmarked with today's date. If you have contributors who have indicated that there is a contribution (cheque) to be picked up, you need to pick it up today.

 Campaign Office Utilities

Make sure that orders are given to call the phone company to disconnect any phone or internet services (cell phones or campaign headquarters) that were in place during the campaign, as well as utilities where applicable. Charges for internet, phone service, rent or utilities 7 day after election day are not election expenses.