

New Passport program claims **DEADLINE** guide

What's Changing?

Starting **March 31, 2027**, there will be a deadline to send in your Passport claims for reimbursement.

Step-by-Step Guide

1. Know the Deadline

You now have 12 months after each fiscal year ends to send in your claims. A fiscal year runs from April 1 of one year to March 31 of the following year – for example, April 1, 2025 to March 31, 2026.

Example: If you spent money between April 1, 2026 and March 31, 2027, you must send in your claim by March 31, 2028.

These claims **must be eligible** under the Passport program – check the Passport guidelines to see if an item is admissible.

2. Submitting Claims

All claims for expenses that happen **before April 1, 2026** – including the 2025–2026 fiscal year and earlier – must be submitted **by March 31, 2027**. After that, these expenses will not be reimbursed.



You can submit your claims through [eCLAIM](#) or [MyDirectPlan](#) and you may get reimbursed faster. Learn more about submitting claims at passportfunding.ca/filing-claims.

3. You must have Passport funds available

To get reimbursed, you must have funds left in your budget from the year of your claim.

4. Check the guidelines for the year you make the claim

You can only get reimbursed for items that were allowed in the fiscal year you received them.

Example: Laptops have been allowed since April 1, 2020. If you bought one in 2019, you can't get reimbursed for it.



Check what was allowed for each year. Go to passportfunding.ca/filing-claims to check the guidelines for what changes were made to allowed (eligible) expenses in past years.

5. What to include with your claim

- Always send a **receipt or proof of purchase**.
- If something was delivered, **use the delivery date**, not the order date.
- For activities (like camp), **use the activity date**, not the purchase date.
- For mileage claims, **include a log showing dates, distances, and activities**.

You can download a mileage log at passportfunding.ca/filing-claims.

6. Category (Spending) Limits

Some items and categories have reimbursement limits. Check the guidelines to learn more about category limits in each fiscal year. Visit passportfunding.ca/filing-claims for a helpful tipsheet on category limits.



Don't wait to send in all your receipts at once. Send them in regularly as you spend money or at least once per month.

Need Help?

Go to passportfunding.ca/filing-claims for more information or contact your [local Passport agency](#) for help with filing claims.