

## Appendix C

### Expense Claim Policy

Claims for expenses will be as follows;

#### A. Transportation

##### Mileage (Home Base)

- Mileage will be paid for approved Union business only, to a maximum of \$600.00/month (exception for long distance travel over then 150 km, convention, training, base tour, providing the cost is cheaper than airfare).
- Alternative to mileage, the cost of a transit pass will be paid.
- Mileage will be reimbursed at the current CRA rate.
- Mileage or public transit can be expensed but not both.
- Taxi or limo can be expensed for Union business only.

##### Mileage (out of Home Base)

- Taxi or limo, whichever is less expensive, will be paid for the following:
  - o airport to hotel
  - o hotel to airport
  - o hotel to meeting
  - o meeting to hotel
  - o airport to meeting
  - o meeting to airport
- When available hotel shuttle shall be utilized however, wait time limitations from the current CA will apply.

##### Flight tickets

- The President or Treasurer will purchase flight tickets for the Local. If for any reason a union officer needs to book a flight ticket, approval by the President and Treasurer must be made prior to purchase.
- Every effort will be made to book with a unionized carrier.
- When possible the ticket will be in 'Flex' fair (or equivalent) to reduce the cost of flight change.

#### B. Parking

- Parking expenses for while on approved union business will be reimbursed provided an invoice/receipt is submitted. The invoice/receipt must clearly indicate the amount, date and business purpose. Parking expenses shall not include any parking fines that are issued as a result of violating any parking by-law infractions.

#### C. Per Diem

##### At Home Base

- \$18.00 allocation for breakfast provided hours worked are between 06:00 to 08:00, provided an excess of 8 hours are spent working.
- \$22.00 allocation for lunch provided 8 hours are spent working.
- \$34.00 allocation for dinner provided over 8 hours are spent working. Receipts must be submitted for dinner allowance.

Away from Home Base

- Entitlement to be paid per-diem as per the CA.

D. Hotel

Away from Home Base

- The President or Treasurer will pay with the local credit card for any hotel stay. If, for any reason a Union officer should need to book a hotel, approval by the President and Treasurer must be made prior to purchase.
- Every effort will be made to book with a unionized hotel.
- The Local will not pay for incidentals or extras (movie/phone charges).
- If internet is not included at the hotel, yet is required to conduct Union business, submission for reimbursement can be made.
- Maximum of \$300.00/night per person. Every effort will be made to have the best price.

At Home Base

- Requests for a hotel room while at home base will be granted under the following circumstances;
  - o during convention/conference
  - o during Union training
  - o during bargaining and bargain preparation if the time between end of meeting and starting the next day is 12 hours or less.
  - o during local executive meetings if time from end of meeting and starting the next day is 12 hours or less.
  - o at the request of the Local

E. Internet

- All Executive members will be reimbursed up to an amount of \$75.00/month for home internet use upon submission of a detailed billing invoice.
- When the base of a Vice-President is closed during low season, internet will only be reimbursed for the months when the Vice-President is required to do Union business.

F. Phone

- The Local will provide a cell phone to every Executive member of the Local. This phone will be the property of the Local.

G. General Assembly

- Every effort will be made to ensure complimentary parking for the membership during general assembly meetings. When unavailable, parking fees will be

reimbursed to all Union member present during the full length of the general assembly.

- Childcare costs up to \$22.00 will be reimbursed by the Local with receipt for any Union member present during the full length of the meeting (with the exception of a family member providing care). Expense shall be made at the end of the general assembly upon submission of receipt.
- An allowance of up to \$80.00, at the discretion of the President, will be provided for food purchased for every general assembly.

H. Representation allowance

- The President will have an amount of \$1000.00/year for representation of the Local. This expense will be as his own discretion and shall be used to promote the Local interest. Receipts must be submitted.

I. Dependent Care

- Dependent care expenses to a maximum of \$25.00/day when on approved Union business and when not incurring lost wages (i.e., applicable only on a day off) or after regular work hours and with submission of appropriate receipts.

J. Limit of expense

- The maximum purchase without the authorization of the membership during a general assembly will be \$1000.00 (except for flight ticket, hotel, conference room, visa payment).

K. Reimbursement

- Any expense submitted after 3 months will not be reimbursed.