

CUPE LOCAL 5167

IMPORTANT NOTICE REGARDING **TRAVEL EXPENSES FOR** **SCHOOLS AND CONFERENCES**

The mode of transportation (driving, flying, train) for schools and conferences is chosen in consultation with the Treasurer and Executive Administrator to ensure that the most cost effective mode of transportation is utilized.

It is the expectation of the Treasurer (and Finance Committee) that when more than one member is attending the same conference/school on the same dates they will co-ordinate their travel. Where such coordination is not possible, the reason must be identified in writing and submitted to the Treasurer for review and approval prior to any expense cheque being issued.

Choosing to travel independent of others or by any other means, without sufficient cause will affect your travel allowance.

The entire CUPE 5167 Expense and Reimbursement Policy is available on our website at www.5167.cupe.ca or by contacting the union office.

Oral Riseing,
Treasurer

JC/OR:ld; Cope343
Copy: President/Secretary; File: Weekly Notices

President: Sandra Walker
Vice-President: Jay Hunter
Executive Administrator: Jodi Coville

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