

## Introduction

This policy applies equally to any and all persons who may have occasion to seek expense reimbursement from the local for union approved business.

## Approval

Prior approval is required for certain aspects of the expenses covered by this policy.

For any expense not covered by this policy, prior approval must be obtained from the President / Treasurer or Designate in order to qualify for reimbursement.

Failure to secure approval or provide adequate supporting documentation where required will result in the denial of reimbursement.

## Appeal

Where a claim is rejected, the claimant will be provide with an explanation as to why the expense was denied.

Should the claimant wish reconsideration their appeal will be submitted to the Executive board for review.

The decision of the Executive Board shall be binding and recorded.

## Expense Voucher

In order to receive reimbursement a completed expense voucher must be submitted. Each claim form must be completed in full and signed by the person submitting it. The expenses must be approved by any two of the executive with signing authority before payment will be processed.

Claim forms should be submitted no later than the 7<sup>th</sup> day of the following month in which the expense occurred.

## Receipts

All supporting documentation (receipts) must be attached to the completed expense voucher before expenses can be considered for reimbursement.

## Meals

Members engaged in authorized union business will have their meals provided or be reimbursed for reasonable meal expenses where the meals are consumed while the business is being conducted.

Meals will not be compensated if an official meal break is taken during which time official business is not being performed. For example, if your break for a 1 hour lunch and take leave from the meeting, meals are not compensated.

Lunches will be reimbursed for the actual cost up to a maximum of \$20.00 per person including delivery and applicable taxes.

Dinners will be reimbursed for the actual cost up to a maximum of \$30.00 per person including delivery and applicable taxes.

In order to receive reimbursement for meal expenses the following information must be included with the expense claim form and receipt submitted:

- The purpose of the meeting
- The names of persons who are included on receipt
- The location, time and duration of meeting, (start and finish)

## Mileage

Mileage will be paid for approved union business only.

Mileage will be reimbursed at the current CRA rate.

Mileage must be claimed using the official expense voucher form and must be completed in detail.

Entitlement for mileage reimbursement for union business is calculated by the total number of (return) kilometres from the union office or from your starting location, whichever is less.

Mileage for Labour Management business (i.e. union business while on employer paid leaves) should be claimed through the employer.

Mileage for Joint Health & Safety business (i.e. union business while on employer paid leaves) should be claimed through the employer.

# Expense and Reimbursement Policy

Where mileage is incurred on approved Labour Management or Joint Health & Safety business and there is no ability to secure reimbursement from the employer such mileage will be reimbursed by the union as in this policy.

## **Parking**

Parking expenses for parking 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-laws infractions.

## **Daily "Out of Town" Expenses**

Those participating in Local 5167 business while out of town will be paid a flat rate of \$90 per diem (full day) for their expenses. Half days will be paid at a rate of \$45.00.

If meals are provided the flat rate will be reduced by \$30.00 for Dinner, \$20.00 for Lunch and \$15.00 for Breakfast.

If any other source contributes towards expenses, the flat rate will be reduced by that amount.

## **Internet Charges**

When attending a conference/convention the local will not reimburse members for internet expenses except for executive who must use internet to conduct union business.

All executive are reimbursed \$25.00 per month for home internet use upon submission of a detailed billing invoice.

## **Phone Charges**

While in attendance at Conventions, Conferences or Schools, the local will reimburse members for the cost of one (1) personal phone call, up to 10 minutes in duration, per day.

An invoice or receipt is required.

To the extent possible, efforts should be made to use the least expensive means of

# Expense and Reimbursement Policy

telephone communication. (e.g. cell phone, calling card, collect call charged to home phone bill)

Where a bona-fide emergency arises or exists, related calls are exempted from limits.

## Cell Phone Charges

The following cell phones will be reimbursed at 100% to a maximum of \$100 plus taxes; President, VP, Second VP, Executive Administrator, Outside VP, Inside VP and Lodges VP

The following will be reimbursed \$35.00 per month for cell phone charges; Treasurer, Third VP Fourth VP, Equity VP, and Unit VP's.

Cell phone charges will only be covered provided the cell phone number is listed and available for member and office use. Additional reimbursement will be made upon submission of detailed billing invoices which confirms union business calls in excess of the cap noted above.

## Credit Card Policy

The President, VP, Treasurer and Executive Administrator will be issued credit cards for use in paying local expenses.

The credit limit will not exceed the following:

- President - \$15,000.00
- Vice President - \$10,000.00
- Executive Administrator - \$10,000.00
- Treasurer - \$5000.00

If any of the above does not wish to have a credit card issued to them, then they need to advise the Local in writing of this request.

The card holder must maintain all receipts and provide details of all expenditures.

The card holder will be responsible for any charges on the Local's credit card deemed to be unauthorized.

Prior to receiving a Local's credit card the Executive Administrator will issue each person a copy of this policy to read and sign as acknowledgement.

## **Travel to Conventions, Conferences and Schools**

In order to minimize travel expenses it is expected that where there is more than one (1) delegate attending a function, the delegates will coordinate their travel to the extent possible. Where such coordination is not possible the reasons must be identified.

Regardless of the travel mode chosen, the local will reimburse delegate travel expenses. The reimbursement of travel expenses will be capped at an amount equal to the costs associated with the most economical means of travel.

## **Business Insurance**

The local will reimburse the President, VP, 2nd VP, EA, Outside, VP and the Lodges VP \$20.00 per month if they provide that their auto insurance has been endorsed for business purposes.

## **Unauthorized Expenditures**

Each member is responsible for any unauthorized expenses and charges.

If expenses have been unauthorized and are outstanding, the member will be ineligible to attend any future Conventions, Conferences and Seminars until the unauthorized expenses are paid back. In addition, the member may face sanctions under CUPE Local 5167 bylaws, CUPE National Constitution or Civil Proceedings.

Any amounts owing may be deducted from any future out of pocket expense payments.