

## Introduction

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

Local 5167 has 4 signing officers. **Any 2 of the signing officers** must approve all expense vouchers and sign all cheques. The signing officers are the President, Vice President, Treasurer and Executive Administrator.

## Approval

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

For any expense not **specifically** covered by this policy, prior approval must be obtained from the President/Treasurer or signing officer to qualify for reimbursement.

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

If charges/expenses are unauthorized and **are deemed to be monies that are owed to the local by any member or Executive, they will be ineligible to attend any future Conventions, Conferences or Education until the amount owing has been paid back to the local. Monies owed may be deducted from any cheque (honorarium/expense) the local issues the party involved.**

## Appeal

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

# Expense and Reimbursement Policy

Should the claimant wish to appeal the Treasurer's decision they should submit their appeal in writing, within 30 days, to the Executive Board asking for reconsideration. Their appeal will be reviewed when next the Executive Board convenes for a meeting.

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

## Expense Voucher

Expense vouchers must be submitted within 60 days of the expense being incurred. All claims received after 60 days will be denied for reimbursement, except under special circumstances, and only with the approval of the Treasurer.

The expense voucher must be completed in its entirety. The following information must be included; full name, mailing address including postal code, the actual amounts you are requesting reimbursement for, the reason for the expense, the date the expense was incurred, your signature and date of submission.

It is the claimant's responsibility to ensure all supporting documentation is attached to the expense voucher. Missing documentation could result in delays of payment or denial of claim.

Note: CUPE Local 5167 will not pay any expenses when a member is performing work for other unions, locals, the Ontario Division, CUPE National or Political Parties. These expenses are to be submitted to that organization. The Local does not top up if the other organization pays less than our posted rates.

## Attendance/Participation at Conference/Convention School

If a member has been approved / authorized to attend a conference/convention or educational

# Expense and Reimbursement Policy

course, the member is expected to be in full attendance each full or half day, as required. If a member fails to attend or participate, the local may seek reimbursement for the cost of any registration fee paid by the local, any costs associated with wages, benefits, travel, per diems, and any other monies that may be associated with the cost of the members attendance.

Important note: If you arrive at your conference/convention/education and at any point, find that you are unable to attend due to illness, and a union paid leave of absence was approved by your employer, you must notify the Union office as soon as possible. Be advised that the union will contact your employer to cancel this leave of absence for any of the days you are not able to participate. **It is your responsibility** to report your absence to your employer, based on your unit's sick policy, and according to your Collective Agreement.

If financial reimbursement to the local is required, and a member fails to make acceptable arrangements with the local / treasurer, the member will not be approved to attend any Conference/Convention/Education until such time that the local is made financially whole.

In addition, the local may pursue other avenues for reimbursement, such as recovery through committee/steward honorarium.

If a personal emergency arises and a member is unable to fulfill their obligation as a delegate/participant at a Conference/Convention/Education, they must contact the union office, speak to the Treasurer/ President, and inform them of the reason.

## Meals

Meals **may** be provided when on union business and the work requires members to work through lunch or dinner. Meals **may** also be provided if the meeting is at a location where it would be unreasonable to expect that the member could provide their own lunch.

## Expense and Reimbursement Policy

Food purchased for members is **intended** to be consumed during what would be a lunch or dinner break. The union does not pay for any food items purchased outside the working hours. This includes breakfast or coffee on the way into your union workday.

Example: it is 5 pm and the member is working until 8 pm and cannot take a break. The Local will provide a meal up to the dollar limits listed.

The Local will **not pay/reimburse for any alcohol purchased.**

The Local will **pay/reimburse** up to: \$25.00 for lunch, plus taxes

\$35.00 for dinner, plus taxes

**In addition to the meal allowance specified above, and when there is a group greater than 2, the Local will cover the cost of delivery, up to maximum of \$10.00**

All food receipts must include the reason for **meeting**, members name and time the meeting began and ended.

### Mileage

Members who are participating in authorized union business are entitled to reimbursement for any additional mileage they incur.

Example: Social Committee Chair needs to get supplies for Labour Day.

Mileage will be paid at the current CRA rate.

Mileage must be claimed on the expense voucher and include the following information: **date of travel**, specific start and finish location, along with the number of

## Expense and Reimbursement Policy

kilometers travelled.

Mileage will be paid based on the following examples:

**Example 1:** A member has been booked off (or received a day in lieu) to work an election. If the distance from your home to that location is less, then the distance from your home to your place of work then no mileage will be paid.

**Example 2:** A member has been booked off (or receiving a day in lieu) for the Local's business. The distance from your home to your normal work location is 10KM and the mileage where the member is doing union business is 15km, the member is entitled to claim 5 kms.

**Example 3:** The member is at work and must leave work to attend an authorized meeting for the Local that is 5km from your workplace. A claim can be submitted for 5 km or 10 km if the member is returning to work.

Mileage to and from Conferences, Conventions, Schools (Spring School, Fall School, Dave Saunders, Mike Stokes, etc.), will be reimbursed from the member's home.

The Local strongly encourages members to carpool and will reimburse the driver for any additional mileage required for pick up and drop off for other member(s) when attending Conferences, Conventions, Schools. The additional mileage should be reported separately on the expense voucher and include the passenger's address(es).

Mileage for Labour Management and Joint Health and Safety Meetings should be submitted to the employer. The Local will reimburse for these meetings if after attempting to be reimbursed by the employer the claim is not paid.

# Expense and Reimbursement Policy

## Parking

Parking expenses, while on approved Local business will be reimbursed provided a receipt is submitted. The receipt should clearly indicate amount, date and purpose of expense.

The Local will not reimburse Valet parking unless there is no alternative, or the price is the same or less as other local parking. If valet parking must be used, preauthorization from the Treasurer is required.

The local will not pay any fines received because of violating any parking by-laws.

## Daily "Out of Town" Expenses

Those participating in Local 5167 business while out of town will be paid a flat rate of \$100.00 per diem (full day) for their expenses. Half day per diems will be paid at a rate of \$50.00.

If meals are provided the flat rate will be reduced by \$35.00 for dinner, \$25.00 for lunch and \$20.00 for breakfast.

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

It is understood that **most** members have a cell phone and will use them for personal use while away. No charges for phone calls made through the hotel will be paid unless an emergency arises, and the Treasurer is informed of the pending charges.

The Local will only pay for the hotel room and **parking if required.**

## Expense and Reimbursement Policy

The Local will not reimburse Valet parking unless there is no alternative, or the price is the same or less as other local parking. If valet parking must be used, preauthorization from the Treasurer is required.

Any miscellaneous charges are the responsibility of the member using the room.

No early check in or late checkout charges will be paid by the Local unless preauthorized by the Treasurer.

The Local will pay the standard room rate and can use any local hotel deemed appropriate.

Regardless of the travel mode chosen, the Local will reimburse up to the most cost-effective and reasonable manner of travel.

This decision will be made by the Treasurer.

### Executive Approved Expenses

Cell phones will be reimbursed to Executive Board members as follows providing the phone number is available for member and office use;

The President, Vice President, Executive Administrator, 2<sup>ND</sup> Vice President, City Outside Vice President, City Inside Vice President and Lodges Vice President, to a maximum of \$100.00 plus taxes.

The Treasurer, Education Coordinator, Social Planning Coordinator, Equity and Diversity Coordinator, Airport Vice President, DARTS Vice President, Good Shepherd Vice President, RBG Vice President and SMH Vice President to a maximum of \$60.00 including tax.

# Expense and Reimbursement Policy

The Executive Board will be reimbursed up to \$60.00 for internet.

The President, Vice President, Executive Administrator, 2<sup>ND</sup> Vice President, City Outside Vice President, City Inside Vice President and Lodges Vice President can claim up to \$20.00 per month for additional auto insurance charges. To claim this the vehicle must be endorsed for business purposes and there must be an actual increase charged by the insurance company. **Annually, a one-time copy of the policy expense must be provided to the Treasurer.**

## 5167 Credit Cards

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 - \$10,000.00

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 is responsible for ensuring all receipts are provided for all charged items with the following information provided, date, name and reason for expense.

The card holder is responsible for reimbursing the Local for any personal or non-authorized items charged on the credit card.