

SECTION 14 – OUT-OF-POCKET EXPENSES

1. Accommodation and transportation expenses

A. Any member who is on authorised Local 3912 business **outside of the municipality of their residence** shall be entitled to reimbursement for lost wages and benefits, accommodation (with receipt), and transportation expenses (at economy, tourist, or coach rates) or kilometrage at the **current** CUPE National rate plus receipted parking and toll fare expenses. **Any increases to National's mileage would automatically increase this Local's mileage rates too.**

a) Accommodation

Expenses will be reimbursed for hotel or other commercial lodging charges upon presentation of receipts from the relevant accommodation provider(s). Members are encouraged to book accommodations as early as possible prior to the event. Members making private arrangements for accommodation (for example, staying with friends, relatives, colleagues) can claim an allowance of \$50.00 per night and receipts are not required for this claim.

b) Travel arrangements and transportation

i) **Flight, train and bus fares: Receipted flight, train or bus fares in economy classes are reimbursable. Members are expected to finalise travel arrangements as early as possible to take advantage of reduced fares.**

ii) **Taxis: Taxis from and to the airport are also reimbursable upon submission of receipts. Taxis should be shared when possible. When available, members are encouraged to take public transit or shuttles to and from the airport to the event/hotel location.**

iii) **Rental cars: In some cases, the rental of a car may be the most economical way to travel on local business (for example: multiple people travel to the same event and renting a car once arriving, travelling from city-to-city, etc.). Please indicate your intent to rent a car on your travel authorization if known at that time.**

iv) **Your own car: The drive to the event should normally not exceed 450 kms one way. If more than one delegate travels in the same vehicle, the mileage will only be paid to the owner of the vehicle and not to the rest of the delegates. The current CUPE National rate is \$0.62 cents per kilometre.**

B. For events held in the municipality of their residence, members shall also have paid transportation expenses. Mileage or transportation claims of less than 15 kms are the responsibility of the member. Mileage does not apply for attendance at Executive Board

Meetings, General and Special Membership Meetings, or worksite meetings. Carpooling and the use of public transportation is encouraged wherever possible. When that's not an option, taxi to and from the meeting place upon submission of receipts shall be reimbursed. Taxis should be shared when possible.

Executive officers and stewards attending conventions, conferences, and educationals held in the municipality of their residence shall have no transportation or hotel allowance.

2. Per diem

A. For events outside of the municipality of their residence:

Any member (including Officers, Trustees and Committee members) who is on authorised Local 3912 business outside of the municipality of their residence shall receive a per diem allowance at the current CUPE National rate to cover meals and incidentals as follows (no receipts shall be required):

- ~~time and travel less than four (4) hours~~ without an overnight stay when no meals are provided. – ~~forty three dollars (\$43.00)~~ – fifty dollars (\$50.00)
- travel with an overnight stay when some meals are provided – fifty dollars (\$50)
- ~~time and travel greater than four (4) hours~~ with an overnight stay when no meals are provided – ~~eighty six dollars (\$86.00)~~ one hundred dollars (\$100.00)

B. For events in the municipality of their residence:

Per diem for members attending a pre-authorized union conference, convention, or educational on behalf of Local 3912 in the municipality of their residence shall be \$50.00 (fifty dollars) if no meals are provided.

No per diem will be provided to Officers, Trustees, and Committee Members attending an event or meeting in the municipality of their residence.

No per diem will be provided to any member attending an event or meeting online.

3. Lost wages

Lost wages for regularly scheduled hours of work under a CUPE 3912 collective agreement shall be repaid at cost directly to the employer. Wage loss will not be paid directly to individuals. In all instances, the invoice or statement from the employer must indicate the

applicable dates and include a breakdown of the daily or hourly salary and benefits, if applicable

4. Expense Form

A CUPE expense form showing the date of the meeting or event must be completed and signed by the member and submitted with receipts to substantiate all eligible expenditures (except per diem). Expenses, for which receipts are required, will not be reimbursed until the receipts have been provided. Expense forms must be submitted within 3 months of when the expense(s) were incurred.