



**CANADIAN UNION OF PUBLIC
EMPLOYEES**

LOCAL 3911

**Out of Pocket
Expense Claim Policy**

Effective December 7, 2019

Overview

CUPE Local 3911 (the Local) is committed to serving its members from coast to coast. The executive members (the Executive) elected to various offices are guided by the fiduciary responsibilities and obligations of the office, namely fiscal responsibility, transparency, accountability, equity, and fairness. The Executive is also cognizant that policies and processes, while important for the efficiency and effectiveness of the Local, do not replace common sense, sound judgement and professional conduct.

Out of Pocket Expenses

Members are entitled to reimbursement of expenses incurred while conducting official business on behalf of the Local. Expenses can be authorized travel expenses, or other routine non-travel expenses that don't usually require prior authorization. Travel expenses are incurred for attendance at an Annual General Meeting (AGM), General Membership Meeting (GMM), Committee Meeting, or other business trips requiring members to be away from their residence.

Attendance at AGM and other business trips is authorized by a motion at a GMM. Executive is deemed to have authorization to attend regular GMM by virtue of their office. Attendance at Committee meetings is authorized by the Committee Chair. Attendance at any other special meeting (such as a retreat for example) is authorized again by a motion at the GMM.

Authorized Travel Expenses:

Flights: Members are expected to finalize flight arrangements as early as possible to take advantage of reduced air fares and advanced booking discounts. Round-trip booking to and from the destination will be reimbursed, when the claim is submitted along with all the applicable receipts. The Local is not responsible for additional expenses incurred for multi-city travel, one-way bookings, business or first-class travel, priority seating options, or any other luxury items of travel; such items will not be reimbursed. Members are required to use economy class or economy premium whichever is the cheaper option, however, one checked baggage and advance seat selection (regular seating – not priority seating) is allowed. Members must purchase flight cancellation insurance.

Private Automobiles: Members may use private automobile when it is more economical than flying. Expenses will be reimbursed upon submission of an expense claim at the rate of 54¢ per kilometer. If renting an automobile, prior authorization for rentals must be obtained and such authorization will be given only when this method of transportation (car rental including the insurance costs, gasoline) is deemed more economical and practical.

Ground Transportation: Members will be reimbursed for costs to and from the airport to the full amount with receipts or at 54¢ per kilometer for personal automobile. Parking at the airport will also be fully reimbursed upon submission of receipts. Taxi fares with receipts while on travel will be reimbursed in full. Travel by subways do not need receipts but the expense claim must indicate the number of trips and the cost per trip.

Accommodations: Members are entitled to single accommodation and are not required to share accommodation with others; expenses will be reimbursed for hotel or other commercial lodging charges upon presentation of receipts from the relevant accommodation provider(s). Charge card slips in lieu of receipts will not be accepted. Members must pay any incidental expenses to the room account before leaving the hotel. Personal telephone calls are not reimbursable.

Expenses for hotel is limited to a maximum of \$200 per night including all taxes and other charges, for all cities in Canada other than Montreal, Toronto and Vancouver (M-T-V) and \$250 maximum per night including all taxes and other charges for M-T-V. This policy may be reviewed annually to adjust the allowable amounts to reflect the prevailing economic conditions. Members are encouraged to comparison shop and 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.

Child-care: Members on travel status can claim expenses of \$75 or more per day for the duration of the trip for care of a dependent or a child and will be reimbursed upon submission of receipts.

Per Diem Meal Allowances: Members may claim per diem meal allowances for meals they must provide for themselves when their travel includes normal times for such meals. If the member's travel day is through all three meals, they may claim the full rate of \$90.00 for travel within Canada and \$115.00 for international travel as shown below. Members are entitled to an out of town per diem meal allowance of \$90 (in Canada) and \$115 (International) per day for each day following an overnight stay at the meeting location. No other miscellaneous per diem allowance (outside of the meal allowance) may be claimed. If any of the meals are provided by the organizers of the event, members are expected to adjust their expense claims accordingly.

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| Canada: | Breakfast \$ 20 | Lunch \$24 | Dinner \$46 | Total \$90 |
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| International: | Breakfast \$25 | Lunch \$34 | Dinner \$56 | Total \$115 |
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Non-travel Expenses: Members will be reimbursed for the following expenses incurred while attending to union activities upon presentation of an expense claim along with appropriate receipts: Pre-authorization is not required.

- 1) Expenses of \$75 or more per day for care of a child or a dependent
- 2) Cab expenses for transportation within the city (members may rent a car if it is cheaper and more economical).
- 3) Long-distance telephone calls - submission of the original copy of the telephone bill.
- 4) Parking/ Photocopying charges/Regular or special mail courier service
- 5) Per diem of \$24 per day for in-town members when no meals are provided (meetings extend beyond lunch hours).

- 6) Other expenses not specifically mentioned such as meals when meetings run into lunch hours or dinner time.

This policy also applies to the administrator of the Local who will be reimbursed for travel expenses at the same rate as the members of the local, upon submission of receipts. Business trip requiring the administrator to be away is to be authorized by the Co-Chairs prior to the event. However, the administrator is required to attend the AGM, GMM and any other committee meetings by virtue of the duties of the position (no need for specific authorization). The administrator is authorized to claim long distance telephone bills, photocopying charges, expenses for office supplies, mail or courier service, and other such miscellaneous expenses as part of operating expenses (with receipts).

Reimbursement Procedures:

Expense claim forms are available online. Expense claims must contain an accurate accounting of expenses with all the details including the reason for the expense, details and dates of the expenses incurred, other details such as the name and address, must be signed and dated and accompanied by receipts. Full address must be provided so cheques are not forwarded to the wrong address.

The Secretary-Treasurer, as the financial officer, may ask for additional information or clarification if the expense claim is incomplete, improper or lacking in detail.

Unreasonable claim that does not conform to the policy, or have prior approval, or provide satisfactory substantiating information may be denied. The member who has been denied an expense claim may appeal the decision with reasons to the Co-Chairs who will make the final decision.

Expense claims may be submitted by mail or email or in person at the meetings. When submitting by email, the form must be scanned to ensure that it is signed and dated. Claims that are not signed will not be processed and will be returned for signature.

Members may request an advance up to 50% of the estimated expenses or \$1,000 whichever is lower on the expense claim form at least two-three weeks prior to the event to give enough time for processing the request. The member must submit the expense claim, less the advanced amount, along with the receipts within 30 days after the event.

Barring unforeseen extraneous circumstances, every effort will be made to reimburse claims at the regular GMM or mailed within two-three weeks of receiving the claims.

All cheques issued should be cashed within 90 days of receipt of the cheque. Any stale cheques (cheques not cashed for six months or longer) will be cancelled. A replacement cheque will be issued upon request from the member.

All monetary figures are in Canadian currency. Reimbursable expenses incurred while outside Canada will be converted to Canadian dollars using the bank rate of exchange on the date(s) of the claimant's business.

This policy and the processes should be reviewed periodically and adjusted as required.