



**CANADIAN UNION OF PUBLIC
EMPLOYEES**

LOCAL 3911

**Out of Pocket
Expense Claim Policy**

1. DEFINITIONS

Unless otherwise specified, any AUTHORIZATION required by this Policy may be given by vote of the Members Meeting, by a Co-Chair, by the Treasurer, by the Chair of the relevant Committee, or, in the case of authorization for amounts under \$50.00, by the Local Office Administrator. Such authorization may be given in advance by email or in writing. It may also be given retroactively by initials of the authorizing officer on the relevant expense claim or receipt, but retroactive authorization is in no case guaranteed.

In this Policy TRAVEL STATUS means an authorized attendance at an Annual General, Regular Membership, Special, or Committee meeting, or other authorized trip, requiring that a Member or Office Administrator be away from the city, town, village, county or improvement district of their residence.

Executive members will be deemed to have been given authorization for telephone, office expenses and supplies, other expenses, and non-receipted expenses as outlined below, but not including private automobile expenses, for amounts not exceeding ~~\$50.00~~ per month total as required by the duties of their office. Authorization also will be deemed to have been given for private automobile expenses for out-of-town travel to meetings as required by the duties of their office.

2. TELEPHONE & INTERNET

Upon presentation of a copy of an expense claim form attaching an original or photocopy of their telephone bill, Members will be reimbursed for the expense of authorized long distance telephone calls. The telephone rental fees and ancillary charges (e.g., call waiting and call forwarding) will not be reimbursed, but prorated GST will.

The Office Administrator employed by the Local will be reimbursed for high-speed Internet charges and for telephone rental and telephone charges for the Local-dedicated phone and high-speed Internet line in the Office Administrator's home.

3. OFFICE EXPENSES AND SUPPLIES, OTHER EXPENSES

Upon presentation of an expense claim attaching relevant receipt(s) Members and the Local Office Administrator will be reimbursed for authorized expenses incurred for:

- a) Regular or special mail and courier service
- b) Photocopying charges
- c) Office supplies including computer paper and ink
- d) Other authorized expenses not specifically provided for elsewhere in this Policy.

4. PETTY CASH ADVANCE

A Member who has received advance *authorization* for expenses of \$50 or more pursuant to this Policy may receive a cash advance, limited to \$300 or less, toward those expenses. Any such advance must be approved prior to issue by either a Co-Chair or the Treasurer. Any Member in receipt of such an advance shall account strictly for same and shall be liable to return any unused portion.

5. PRIVATE AUTOMOBILE EXPENSES

- 5.1 Expenses for authorized private automobile use by a Member or by the Local Office Administrator will be reimbursed, upon submission of an expense claim, at the rate of **55¢** per kilometer.
- 5.2 Whenever a private automobile leasing agency is used by Athabasca University or any other educational institution and the member or staff person also uses the vehicle for authorized CUPE business, the CUPE portion of the automobile expenses will be reimbursed to the member for the difference, if any, between AU's automobile allowance and CUPE's allowance.
- 5.3 Prior authorization for car rentals must be obtained from either Co-Chairperson or the Financial Officer and will only be given when this method of transportation is economical and practical.
- 5.4 Travel insurance costs, other than for flight cancellation and car rentals, shall not be reimbursed.

6. NON-RECEIPTED AUTHORIZED EXPENSES

A Member or the Local Office Administrator will be reimbursed for the following authorized expenses upon submission of an expense claim but without the necessity of a receipt:

- a) motor vehicle parking charges (meter and parking lot)
- b) intra-city public transportation
- c) taxi fares of \$25.00 and under in-town, \$60.00 and under in-province, \$75.00 and under out-of-province
- d) child care expenses up to \$75 /day per dependant or child
- e) incidental expense allowance of \$20.00 for each full day on travel status involving an overnight trip
- f) an allowance of \$40.00 per night on travel status where the Member or Office Administrator makes private arrangements for accommodation (e.g., staying with friends, relatives or colleagues)
- g) per diem meal allowances when on travel status as follows:

	Canada	International
Breakfast	\$16.00	\$21.00
Lunch	\$22.00	\$32.00
Dinner	\$32.00	\$42.00
Total	\$70.00	\$95.00

Per diem meal allowances may only be claimed for meals the Member or Office Administrator must provide for themselves when their travel status includes normal times for such meals. If the member's travel day was through all three meals they may claim the full rate of \$70.00 for Canadian travel and \$95.00 for international travel.

7. COMMERCIAL LODGING

A Member or the Local Office Administrator will be reimbursed for hotel, motel or other commercial lodging charges incurred when on overnight travel status upon presentation of receipt(s) issued by the relevant accommodation provider(s). Charge card slips do not provide sufficient information. Expenses for commercial lodging should be limited to reasonable amounts, normally not more than \$130.00 per night and in no case may exceed the single occupancy rate for that provider.

8. REIMBURSEMENT PROCEDURES

8.1 Expense claims will generally be paid at the monthly Members' Meeting.

8.2. All monetary figures are Canadian currency amounts. 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.