

## **EXPENSE CLAIM POLICY & GUIDELINES**

### **PRINCIPLES:**

1. The NSUPE Constitution states that it is an offence for any member representing the Union, a Local or a Bargaining Unit to conduct Union business for personal gain.
2. NSUPE members will be reimbursed for actual monetary output that results from their volunteerism. That is, it should not cost you to be a volunteer for NSUPE.

### **GENERAL:**

3. What follows below are guidelines. Where there is no guideline for a specific issue or circumstances do not allow the guideline to be followed, use common sense, recognizing that all expenses are paid from member dues. Where possible, check with a table officer prior to the expense being incurred.
4. Where the issue cannot be determined under these guidelines and disagreement arises over whether a claimed expense should be paid, the issue will be resolved by Executive Council.
5. Expense claims will clearly specify the reason for the expense(s). Expense claims shall be supported by receipts.
6. Where an expense is disallowed, the Treasurer or Administration Coordinator will notify the member of the disallowance and the reasons therefore.

### **TRAVEL EXPENSES:**

7. Travel expenses will be paid for members conducting direct Union business except in the case of general membership meetings and business for which the employer will reimburse under the terms of a collective agreement.
8. Where a member uses their own vehicle for travel, mileage will be reimbursed at the rate of \$0.48 per kilometer.
9. Only travel beyond which a member would normally have travelled but for Union business will be paid. (For example, if you normally take your car to work and then travel 10 extra kilometers to attend to Union business, claim for 10 extra kilometers. If on the other hand, you would have taken the bus to work and have brought your car because of the Union business, claim the return mileage from home.)
10. Carpooling is encouraged.
11. Direct Union business is any activity or committee of the Union (eg. negotiating, labour-management, health and safety, local executive and Executive Council) or an organization to which NSUPE has appointed you (eg. delegate to the Confederation of Canadian Unions).

12. Prior approval will be needed for expenses arising as a result of involvement in non-NSUPE committees and organizations (eg. Water Watch, Canadian Centre for Policy Alternatives).
13. Prior approval will be required for vehicle rental. The Administration Coordinator will make arrangements for rental following consideration of alternatives, car pooling and available rates.

MEALS:

14. The cost of meals will be reimbursed up to the following receipted amounts: ( Amounts are guidelines only)

Breakfast	- \$15.00
Lunch	- \$25.00
Supper	- \$30.00

15. Reasonable expenses for water, coffee, soft drinks, snacks, etc., will be reimbursed.
16. The Union will not reimburse for alcoholic beverages.
17. The cost of meals or snacks for spouses, partners and guests, with the exception of guests invited by the Union, will not be reimbursed.

PER DIEM:

18. A per diem of \$90.00 per day for meal expenses and incidentals may be received where a member is away from their residence overnight.
19. The per diem will be calculated by determining the number of meals expected to be purchased during the trip. Receipts must be included for meals outside of the per diem. Cost of meals are indicated in meals section of expense policy plus \$20 per day for incidentals.
20. Any other travel expenses such as taxis, tolls, baggage fees, etc will be reimbursed outside of the per diem rate.

ACCOMMODATIONS:

21. Prior approval will be required for hotel accommodation. The Administration Coordinator will make arrangements for hotels following consideration of alternatives, sharing and available rates.
22. Use of unionized facilities is encouraged even in circumstances of less expensive, non-union accommodation being available.
23. Room sharing is encouraged.
24. Members will limit their in-room phone usage.
25. The Union will not reimburse for mini-bar expenses, pay-for-view television, exercise facilities or other options which may be available.
26. The cost of accommodations for spouses, partners and guests, with the exception of guests invited by the Union, will not be reimbursed.

#### WAGES:

27. Union leave will be obtained pursuant to the NSUPE Union Leave Policy and Guidelines.
28. A member who loses regular pay as a result of being absent from work to conduct Union business will be reimbursed for the lost pay. A member who is required by the Union to conduct Union business during their vacation or days off or when overtime or an extra shift could be worked will be paid by the Union at their appropriate rate.
29. A member who normally receives gratuities as part of their employment compensation who is absent from work to conduct Union business will be compensated at the rate of \$70.00 per day.
30. A member who normally receives shift differential as part of their employment compensation who is absent from work to conduct Union business will be compensated for the shift differential.
31. A member claiming reimbursement for lost pay will, where possible, enclose documentation (eg. letter(s) requesting and/or approving union leave, work schedule, etc.) with their expense claim.

#### CELL PHONES & LONG-DISTANCE:

32. A person authorized by Executive Council who voluntarily uses their personal cell phone and/or incurs long-distance charges to conduct union business will be reimbursed for such expenses. A bill from the telephone provider detailing the expenses will be submitted with the claim.
33. Members will attempt to minimize cell phone and long-distance expenses incurred to conduct union business.
34. Where a member's cell phone or long-distance usage patterns warrant, Executive Council and the member may enter into a cost-share agreement to purchase an alternate usage package.

#### LOCAL EXPENSES:

35. If a Local wishes to make expenditures not provided for elsewhere in this policy, it will make a proposal to Executive Council setting out the amounts needed and the reasons therefore.
36. Executive Council will consider and vote on a Local's proposal for expenditures as soon as possible.

#### EXPENSE CLAIMS:

37. Expense claims are to be submitted each fiscal quarter (July 1 to Sept. 30; Oct. 1 to Dec. 31; Jan. 1 to Mar. 31; Apr. 1 to June 30) unless there are extraordinary circumstances.