



Initiated from:

- Executive
- Committee
- Membership Meeting

Executive Meeting – 05/10/07 Approved

Membership Meeting – 05/16/07 FI

Executive Meeting – 09/12/07 Approved

Membership Meeting – 01/15/08 FI

EXPENSE POLICY

1. The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE Local 4627.
2. Lost wages for regularly scheduled hours of work shall be repaid at a cost directly to the employer. Wage loss will not be paid directly to members.
3. **Accommodation** – If required, will be paid at prevailing rates. Members are entitled to a single room, where members choose to share their room; they should clarify that with CUPE Local 4627. Where possible all room, taxes and parking will be billed directly to CUPE Local 4627.
4. **Dependant Care** – If required, dependant care will be paid outside of regular working hours at the rate up to \$15.00/hour to a maximum of \$225.00/day (which includes travel time). Other dependant care expenses will be paid at a realistic rate with prior approval of the Secretary-Treasurer and upon completion of the Dependant Care Application & Reimbursement forms.
5. **Transportation** – To be the most convenient and economical means with the maximum mileage not to exceed airfare:
 - Airfare where required (economy class).
 - Car mileage 55¢ km. (Submit Parking & Transportation form to Secretary Treasurer).
 - Parking cost when receipt provided and when on CUPE Local 4627 business.
 - Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible, and cheaper than combined shuttles.
6. **Out of Town Per Diem** –
 - a. \$37.50 per half day meeting or travel time(s) to and from meeting.
 - b. \$75.00 per full day meeting or travel time(s) to and from meeting.
7. **Days in Lieu** – In cases where CUPE Local 4627 business causes **members** on Union business to lose regularly scheduled days off, they will be allowed to book off days in lieu at CUPE Local 4627s expense. Prior authorization of the Secretary-Treasurer is required for book off of days in lieu. (An approval form is available upon request.)
8. **Receipted Expenses**

Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary Treasurer. These receipts, shall be reviewed by the Trustees. An itemized receipt from the agency must also be included (e.g. hotels, etc.)

Executive Approval: Apr. 20, 2007

Executive Approval as Amended: May 10, 2007

Sent to GM for information: May 16, 2007

Executive Approval as Amended: Sept. 12, 2007

Sent to GM for information: Jan. 15, 2008