

CUPE·SCFP

Expenses Reimbursement for CUPE Members Policy

CUPE members who have been appointed to serve on a CUPE National Committee or Working Group or to attend a training session, meeting, or act as a member organizer are entitled to reimbursement for authorized expenses incurred in attending these meetings.

Members are required to submit the member expense voucher when claiming per diem, mileage and reimbursement of allowed expenses. For member organizers, the claim must be submitted to the National Organizer/Representative of its region.

CUPE's expense policy covers the following:

Meal Allowance

- 1) Members are entitled to a meal allowance of actual incurred expenses to a maximum of \$90 for the first day out of town. The full amount of \$90 only applies where the members' travel day was through all three meal periods.

If not, appropriate reimbursement will be broken down as follows:

Breakfast: \$20.00 Lunch: \$24.00 Dinner: \$46.00

- 2) Members are entitled to an out-of-town meal allowance of \$90 per day for each day following an overnight stay at the meeting location.
- 3) When room and meals are paid or prepaid by CUPE, members are entitled to the first day out-of-town per diem of actual incurred expenses to a maximum of \$90.
- 4) In-town members (working or meeting outside of their residence) are entitled to a meal allowance of \$24 per day if lunch is not provided.
- 5) Child care expenses is reimbursed on a reasonable daily rate to a maximum of \$1,200 per year. Please note that child care expenses incurred while working as members are for evening and weekend child care requirements only and not to subsidize regular daily child care expenses.

Travel

- 1) Travel arrangements for members are to be made by W.E. Travel (1 800-434 5087 or 613-237-1590). When making arrangements, members should advise W.E. Travel the reason they are travelling (committee, meeting, etc.). Members are expected to finalize flight arrangements as early as possible to take advantage of reduced fares. **CUPE is not responsible for reimbursing travel costs** incurred through an agency or ticketing source other than W.E. Travel.
- 2) Receipted train or bus fares for return travel to the meeting location are reimbursable provided they do not exceed the lowest return flight cost available to CUPE twenty-one (21) days prior to the meeting date.
- 3) For members travelling to the meeting location by personal vehicle, an allowance of 62¢ per kilometer for travel to and from their home, plus any receipted parking costs can be claimed.
- 4) Pre-authorization and receipts are required for all other forms of transportation. Note that a map (i.e. Google map) detailing the route is required for distances greater than 100 kilometers.

Accommodations

Where arrangements are made to have hotel room charges billed directly to CUPE, members are expected to verify and sign their room account before leaving the hotel. Members must also pay any incidental expenses charged to the room account before leaving the hotel. Where members are required to pay the accommodation costs themselves, CUPE reimburses the approved room rate plus applicable taxes upon submission of the original hotel receipt. (Personal telephone calls are not reimbursable).

Hotel rooms reserved by CUPE on behalf of members are guaranteed for late arrival. Members are responsible for advising the national staff liaison person directly of any change to or cancellation of their arrival before 4:00 p.m. (Ottawa time) on their reserved arrival date, otherwise the member is billed by CUPE for the unused room cost charged by the hotel.

Lost Wages

- 1) When the local union pays the employer directly for lost wages for one of its members and is seeking reimbursement by National Office, a copy of the invoice that they have paid, and proof of payment must accompany their request. **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.** A letter or e-mail from the member's local is not acceptable.

- 2) If the local reimburses the member, and in turn invoices National for reimbursement, appropriate documentation from the employer must accompany their request for reimbursement. The best documentation is an invoice from the employer but if this is not possible, a statement of leave without pay along with a salary cheque stub or statement of wage verification from the employer will be accepted. **Please note this documentation is required for each reimbursement request.**
- 3) In all instances, if reimbursement of benefits is included with lost wages, a statement from the employer with a breakdown of the benefit costs must be included.
- 4) Lost wages are determined at the member's rate of pay and cover only actual wage loss and benefits. If there is no wage loss, i.e. working after work hours or on a regular scheduled day off, the member cannot claim wages but is eligible for per diems and any receipted expenses.

Expense Advance

Advances are available upon request to cover per diem allowances excluding first travel day. Per diem for the first day of travel should be claimed along with other expenses following the meeting in accordance with the per diem (meal) breakdown. This request for an advance should be made to the appropriate national branch staff liaison person, three weeks prior to the meeting.

Reimbursement of Expenses

A CUPE member expense voucher 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 diems and authorized mileage claims). Expenses, for which receipts are required, are not reimbursed until the receipts have been provided. A payment to reimburse additional expenses over and above any advance provided is sent. If actual expenses do not exceed the amount of the advance provided, the expense voucher is to be submitted within three (3) weeks of the meeting date, accompanied by a personal cheque for the amount to be reimbursed to CUPE.

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