

CUPE BC Expense Policy

1. PREAMBLE

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees. Expense vouchers must be submitted within 6 months of when the expense(s) were incurred. The Secretary-Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

2. WAGES

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the employer or Local Union only. Wage loss will not be paid directly to individuals.

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 BC. Where possible all room, taxes and parking will be billed directly to CUPE BC.

4. DEPENDANT CARE

If required, dependent care will be paid outside of regular working hours at the rate up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care form. Other dependent care expenses will be paid at a realistic rate with prior approval of the Secretary-Treasurer and upon completion of the CUPE BC Dependant Care form.

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.
- Parking cost when receipt provided and when on CUPE BC 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. PER DIEM

- a. **\$43.00** per half day meeting (when no meal provided).
- b. **\$86.00** per day for an all day meeting (when no meals are provided).
- c. **\$43.00** for half-day of incoming travel to next day meeting or return travel day, next day after meeting
- d. **\$86.00** for full day travel to and from meetings.

- e. Evening meetings requiring meals **\$43.00** (unless already receiving **\$86.00** full day per diem).
- f. Meetings where all expenses (meals) are included **\$17.00**
- g. Where members are booked off for special projects (e.g. Zone coordinators, Campaign Workers, etc), the full time officers per diem policy will apply.

7. FULLTIME OFFICERS

The General Expense Policy will apply for fulltime officers as follows when conducting the duties of their office for meetings of the Admin Committee, Executive Board, BC Fed., etc. and committee meetings on behalf of CUPE BC away from the office.

When daily per diem is not in effect regular in town per diem will apply as per the Constitution. (\$17.00 per day).

8. DAYS IN LIEU

In cases where CUPE BC business causes Executive Board members and/or Trustees to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE BC's expense. Prior authorization of the Secretary -Treasurer is required for book off of days in lieu. ** An approval form is available upon request **

9. CONVENTION COMMITTEES

- a) Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening.
- b) Per diem for days committee meets when Convention is not in session will be **\$86.00**
- c) The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session:
 - i. Chairperson - **\$35.00** per day
 - ii. Committee Members - **\$30.00** per day
 - iii. Hotel room at prevailing rates and loss of wages as required.
- d) Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund.
- e) Resolutions committee – When required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

10. RECEIPTED EXPENSES

Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels etc.) 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 may be reviewed by the Trustees.