

# CUPE Local 3799 Travel & Expense Policy

## Effective – February 1, 2025

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### 1. Purpose

The purpose of this travel and expense policy is to reimburse members for expenses incurred on behalf of CUPE Local 3799 who are conducting business on behalf of the Local. This policy shall be reviewed annually by the Trustees and if changes are necessary brought to the Executive for approval. Expense claim forms must be submitted within 60-days of when the expense(s) were incurred. The Secretary-Treasurer is authorized to approve expense claims past the 60-day deadline for extraordinary circumstances.

### 2. Wages

Members using this travel policy will be expected to complete UNBC leave forms with the appropriate approvals for their time away from Campus; CUPE Local 3799 will cover the wages for those members away on local business. Members will still receive their regular paycheques from UNBC; wages will be paid from the Local to the Employer to cover these leaves. Questions about completing leave forms and gathering the appropriate approvals can be directed to any member of the CUPE Local 3799 Executive.

### 3. Accommodations

If accommodations are required, you are encouraged to book at the venue hotel offering the event you are attending. Members are entitled to a single room, however, if members choose to share a room, this should be clarified prior to booking the room. If the venue hotel is not available, please ensure that you keep your safety in mind when booking accommodation as you will need to travel to and from the event venue – ideally this accommodation will be as close to the venue as possible to keep this safety in mind and reduce travel costs. We encourage you to book rooms that are refundable in case you are unable to travel to the event.

A rate of \$30.00 per night can be claimed when staying with friends or relatives to provide a token of appreciation – no receipt required.

Please note that costs for additional nights or longer stays, will be at the members expense and will not be reimbursed by the Local.

### 4. Dependent Care

If required, dependent care can be paid outside of regular working hours at the rate of up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time). Please note that you will require dependent care to the person who approved your travel. This can be claimed on your expense form with the proper documentation included (receipt from care provider).

### 5. Transportation

To ensure travel is being booked appropriately and in the most convenient means, please note the following when booking and considering your travel:

- Use of personal vehicle will be allowed if it is the most economical or convenient means or is necessary for medical/health reasons (please provide this information to the person who has approved your travel; additional information may be needed to complete this request);

- If use of personal vehicle is approved, an air travel quote from the date of approval will need to be provided with your travel claim. This quote will serve as the maximum amount you will be reimbursed for the mileage/fuel component of the expense claim. Additional expenses, such as parking and ferry costs may be reimbursed, within reason<sup>1</sup>, with the necessary receipts. See the personal vehicle use section below.

### **Air Travel:**

We encourage all members travelling on CUPE Local 3799 Business to use the CUPE credit cards to book travel. This can be done by working with either the President or Vice President who hold the credit cards and can book your travel on your behalf.

If you are booking your own travel, CUPE Local 3799 will only reimburse for fares incurred by the member attending. Costs for additional travellers, stopovers, additional nights or longer stays, which are not related to Union business, will not be reimbursed. Baggage fees will be reimbursed up to 1 bag per attendee, however, please compare ticket prices, in many cases the ticket that covers baggage is the more economical choice in this instance. Cancellation insurance will also be reimbursed, however, please compare ticket prices. There may be instances where the ticket that provides a credit or refund is the most economical option and others where purchasing a lower end ticket and cancellation insurance is the most economical option. If you have questions, please do not hesitate to reach out to the person who approved your travel.

Please submit a copy of the original airline ticket with your expense claim. Travel agency invoices or credit card vouchers will not normally be accepted for reimbursement.

Taxis or airport shuttles from the airport to the hotel may be claimed upon submission of receipts. Taxis should be shared when possible. When available, you are encouraged to take public transit (i.e.: Sky train) to and from the airport to the event/hotel location. Day passes as well as single ride expenses will be reimbursed.

### **Personal Vehicle Use:**

When the personal vehicle of a member is used to perform Union business within their local town or neighbouring towns (i.e.: cannot visit by air travel), an allowance rate per km will be reimbursed. This rate will be equal to the CRA mileage rate. Parking in such occurrences will also be reimbursed with a receipt.

Where it is most economical and feasible (driving conditions, weather conditions, availability etc.), members are encouraged to rent a car to use as transportation rather than their personal vehicle.

### **Car Rental:**

In some cases, the rental of a car may be the most economical way to travel on local business (for example: multiple people travel to the same event and renting a car once arriving, traveling from city-to-city etc.). Please indicate your intent to rent a car, if known at that time of travel approval. Arrangement of a rental car can be done with the help of the Secretary- Treasurer once those attending the event/conference/workshop have been determined.

Additional expenses, such as parking, fuel, and ferry costs, may be reimbursed, within reason<sup>1</sup>, with the necessary receipts.

## **6. Per Diem & Incidentals**

Meal charges should be details by date on the CUPE Local 3799 Travel Claim Form. No receipts are required. Per Diem rates will be equal to or more than CUPE BC rates and noted as per the following:

- \$51.00 per half day meeting (when no meals provided)
- \$102.00 per day for an all-day meeting (when no meals provided)
- \$51.00 for half-day of incoming travel to next day meeting or return travel day, next day after meeting
- \$102.00 for full day travel to and from meetings
- \$51.00 for evening meetings requiring meals (unless already receiving \$102.00 full day per diem)
- \$20.00 for in person meetings where all expenses (meals) are included
- \$20.00 for video conferencing meetings scheduled for 4 hours or more

Please note that per diem amounts can only be claimed when meals are not included in the event itself or when they have not been prepaid by CUPE.

## **7. Days in Lieu**

In cases where CUPE 3799 business causes members to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE Local 3799's expense. Prior authorization of an Executive Member is required for book off days in lieu.

## **8. Receipted Expenses**

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

**Advances can be made available when necessary to cover any of the above noted expenses.**

<sup>1</sup> Within reason is subject to a 10% interpretation of the person booking. I.e: if the preferred booking is within 10% of most economical booking, the member can choose the preferred booking.