



Mailing address: P. O. Box 3057, Station "A"
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TRAVEL CLAIM

(Effective February 1, 2025)

Instructions: Complete form, sign & include all needed receipts.
 Forward to Secretary-Treasurer – preferably electronically.

Name:	Destination & Purpose of Travel: (city, country, conference name etc)
Mailing Address:	
Email:	Book Off Required: Yes <input type="checkbox"/> No <input type="checkbox"/> Dates:

DATE (MM/DD/YY)	PER DIEM Full Day = \$102 Half Day = \$51 Mtgs>4 hrs = \$20	PERSONAL VEHICLE EXPENSE		PARKING/ TAXI/ TRANSIT/ FERRY	HOTEL	OTHER	TOTAL DAILY COST	ACCT CODE (Internal Use Only)
		KMS	\$.72 per km					
TOTALS								

Notes:

CERTIFICATION OF CLAIMANT: I hereby certify that these expenditures are true and correct, that the whole expenditure is a proper charge against CUPE Local 3799 Funds administered by CUPE and that the amounts claimed have not previously been claimed and/or paid to me on my behalf.

MEMBER SIGNATURE	DATE SIGNED (MM/DD/YY)	OFFICE USE ONLY	
		SIGNATURE:	CLAIM TOTAL: \$

CUPE Local 3799 – Travel Policy Abbreviated Information – Effective February 2025

Please refer to the CUPE Local 3799 Travel & Expense Policy for full details. Claims will be reimbursed based on that policy only. Please direct questions to the Sec- Treas.

Expenses Provide separate line entries for each date MM/DD/YY format. All items should be listed in chronological order and should be amply described or itemized. Expenses should be shown in the currency of the country visited.

ORIGINAL receipts are required for all travel claim items and should be stapled to the back of the claim in the order in which they appear on the claim form. Claims should be submitted to the Secretary-Treasurer immediately upon the trip's completion, with the final deadline to submit 3 months after travel is complete.

Accommodations Reimbursement for hotels, motels and other lodgings will be limited to reasonable single rates, as per receipts. 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. Costs for additional nights that are not related to Union business will not be reimbursed.

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 cancelation 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. 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 (ie: cannot visit by air travel), an allowance of .72¢ per km can be claimed*. 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.

*Note: This rate will increase when CRA increases their rates and may not be reflected in this policy.

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, with the necessary receipts.

Per Diem Meal charges should be detailed by date. No receipts are required. Per Diem rates:

- \$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 \$86.00 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.