

# CUPE LOCAL 2773 Expense Guidelines

The purpose of this expense guideline is to reimburse members for reasonable and accountable expenses incurred on behalf of CUPE Local 2773 and; to enhance the travel experience and to make it as trouble free and cost effective as possible. These guidelines shall be reviewed annually by the CUPE Local 2773 Trustees.

<b>WAGES</b>	Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the employer upon receipt of a College of the Rockies (COTR) invoice. Wage loss will not be paid directly to individual staff members.
<b>TRAVEL</b>	<b><u>In advance of the proposed travel,</u></b> the union member must receive approval from the President or designate or have received approval at a prior membership meeting where appropriate. The union member shall not book his/her travel unless receipt of approval in the <b><u>form of an email or letter is received.</u></b>
<b>Time off for Union business form</b>	CUPE employees are required to complete a 'Time off for Union Business' form (see Appendix A) prior to their time off. <b><u>This form must also be approved by the employee's supervisor and CUPE Local 2773 President or designate prior to their designated time off.</u></b>
<b>Completion of Travel</b>	Upon completion of the travel, the union representatives must submit a signed and dated 'CUPE Local 2773 EXPENSE VOUCHER' form (See Appendix B) to the CUPE Local 2773 President or designate for final approval.
<b>Travel Advance</b>	If requesting a travel advance please indicate the amount and ensure that the voucher is approved by the CUPE Local 2773 President or designate prior to forwarding it to the treasurer. The request should be submitted at least 3 weeks prior to the date of travel.
The expense voucher with <b>supporting documentation</b> (see below) is then submitted to the CUPE Local 2773 Treasurer for processing.	
<b><u>Mode of Travel</u></b>	
<b>Airfare</b>	Airfare or equivalent cost for mileage, whichever is less, if electing to drive lowest and most economical cost available <b><i>Process:</i></b> Union members can book online or by phoning the Airline. The airline will email electronic tickets back to the union member. Wherever possible bookings should be made at least 14 days in advance of the intended flight to ensure lowest cost and availability. Air Canada is our airline of choice as they are Union members however; Pacific Coast is acceptable if flight times are more economic and convenient. The two airlines currently in Cranbrook, BC are Pacific Coastal <a href="http://www.pacificcoastal.ca">www.pacificcoastal.ca</a> 1 800 663 2872 or Air Canada <a href="http://www.aircanada.ca">www.aircanada.ca</a> 1-888-247-2462.
<b>By vehicle</b>	<b>Mileage-</b> The lesser of - distance from- home campus or home community The claimable distance will be the most direct route from an individual's normal place of employment to his/her destination <b><i>Process:</i></b> Current kilometre rate is \$0.61 <b>Transportation-</b> 'receiptable' expenses: Airport parking, hotel parking, ferry expense, public transit, bridge, road or tunnel tolls, parking, taxi or airport shuttle
	<b>Parking-</b> Parking cost when receipts provided and when on CUPE local 2773 business

<b>Accommodations</b>	<p><b>Hotel-</b> book using provincial government or university rates  Union members are not required to share accommodations but are encouraged to stay at a Union hotel whenever possible.  <b>Process:</b> <i>Union members book online or directly with the hotel, requesting Provincial Government rate and that the hotel email or fax confirmation of the booking to you directly. Utilize website: <a href="http://csa.pss.gov.bc.ca/businesstravel/">http://csa.pss.gov.bc.ca/businesstravel/</a></i>  <b>Personal Accommodation</b> - Union members using personal accommodations i.e. staying with family or friends, may claim a \$25 per diem grant in lieu of hotel accommodation.</p>
<b>Per Diem (in detail)</b>	<p><b>Meals-</b>CUPE Local 2773 rates and guidelines apply- if meals are provided at the meeting they may not be claimed. Refer to <i>CUPE BC Expense Policy item 6 (see Appendix C-item 7 does not apply )</i></p>
<b>Registration costs</b>	<p>For conventions, conferences, education, etc. that have a registration fee ensure that registration forms are completed and forwarded to the President or delegate for review and approval. The President or delegate will forward the forms to the Treasurer for processing.</p>
<b>Dependant Care</b>	<p>If required, dependant care will 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) upon completion of the <i>CUPE Local 2773 Dependant Care form (see Appendix D)</i>. Other dependent care expenses will be paid at a realistic rate with prior approval of the CUPE Local 2773 President or delegate and upon completion of the CUPE Local 2773 Dependant Care form.</p>
<b>Pet Care</b>	<p>In order to qualify for pet care, the union member must have exhausted all other options before requesting pet care reimbursement. These options may include pet care provided by a spouse, friend or family member. When travel does not involve an overnight stay, pet care will not be reimbursed. Receipts from the provider must contain the hours, the amount, the name and address (including postal code) of the caregiver and the caregiver's signature. Receipts written by the union member will not be accepted. Allowable rate is a maximum of \$50.00 in any 24 hour period up to a maximum of eight (8) days. A <i>CUPE Local 2773 Pet Care form (see Appendix XX)</i> is required.</p>

Expense vouchers submitted ***without receipts will only be reimbursed by authorization of the Treasurer and one other Executive member*** unless it pertains to mileage and meals (per diems).

Incomplete or inadequate claims will be returned.

**Non-reimbursable Expenses are:**

- Vehicle Rental
- Taxi or other transfer fees used to facilitate personal business
- Personal entertainment charges such as movies, admissions etc.
- Excess baggage rates over and above the one piece of luggage allowed unless approved by the CUPE Local 2773 President or designate
- Alcoholic beverages

- Per Diem meal allowance, where another party is paying (e.g. meals included in cost of registration, provided by meeting organizers, or included in hotel costs)
- Expenses for snacks and refreshments, except when taken with meals
- Tips or other gratuities exceeding 15%
- Personal telephone, fax or internet costs
- Laundry/dry cleaning services
- Personal Travel or Medical Insurance unless approved by the CUPE Local 2773 President or designate
- Items lost or stolen in transit
- Motor vehicle accidents, repairs, vehicle insurance, traffic violations or parking tickets
- Additional day(s) expenses beyond the length of the activity
- Additional flight expenses due to personal side trips
- Hotel 'no show' charges for failure to cancel reservations in advance of the hotel's deadline, unless the delay was unavoidable.
- Additional accommodation expenses to accommodate additional guests occupancy

**All claims must be submitted in a timely basis within 2 months after the date of travel and before the end of the calendar year.**

In instances not covered by these guidelines or in unusual circumstances, the CUPE Local 2773 member and the approving CUPE Local 2773 President or designate should apply judgement to ensure that the expense is reasonable and prudent in the circumstances.

**Education Travel and Related Expenses**

The Treasurer will develop a yearly budget for Union education and travel expenses. This budget will be approved by the Local membership.

The Union Executive will be responsible for developing a yearly Union education plan for the Local. The Education plan shall be approved by the membership once each year.

Once the budget and priorities have been approved by the membership, the Local Executive will approve all applications for Union Education.

Expenses for Union Education will be subject to the above guidelines, except when Registration fees include meals and/or accommodation or when the expenses exceed the Education budget or amount allocated to an individual for specific education travel.

Approved by CUPE Local 2773 membership:	Date: November 2022		Reviewed by CUPE Local 2773 Trustees:	Date:	
CUPE Local 2773 President:	Signature:	Date:	CUPE Local 2773 Treasurer:	Signature:	Date: