



EXPENSE REIMBURSEMENT POLICY FOR CUPE Local 3433 (MASA)

Updated September 6, 2023

CUPE Local 3433 members who have been appointed to attend a convention, training session or meeting are entitled to reimbursement for authorized expenses incurred in attending these meetings.

The CUPE Local 3433 (MASA) 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 each day out of town. The maximum amount which can be claimed for each meal is as follows:
 - Breakfast: \$20.00 ● Lunch: \$24.00 ● Dinner: \$46.00
- 2) 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 in accordance with the maximum amount allowable for each meal.

TRAVEL

- 1) Members are expected to finalize flight arrangements as early as possible to take advantage of reduced fares.
- 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 kilometre for travel to and from their home, plus receipted parking costs where applicable, is payable. Mileage claims will only be reimbursed up to 95% of the lowest return flight cost available to CUPE twenty-one (21) days prior to the meeting date.

- 4) Receipted costs for public transportation to and from the airport (or train/bus station) are reimbursable to an amount that does not exceed the lowest cost service available.

ACCOMMODATION

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 also must pay any incidental expenses charged to the room account before leaving the hotel. Where members are required to pay the accommodation costs themselves, CUPE will reimburse the approved room rate plus applicable taxes upon submission of the original hotel receipt. (Personal telephone calls are not reimbursable).

Members are responsible for advising the Local directly of any change to or cancellation of their arrival time on their reserved arrival date, otherwise the member will be billed by CUPE for the unused room cost charged by the hotel.

OTHER

Other pre-authorized receipted expenses directly related to the meeting, such as childcare costs beyond what the member would normally incur, may also be reimbursable upon prior arrangement with the Local.

EXPENSE ADVANCE

Advances may be available upon request to cover per diem allowances. This request should be made to the Local, ***three weeks prior*** to the meeting.

REIMBURSEMENT OF EXPENSES

A CUPE 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 authorized mileage claims). This should be submitted to the Secretary-Treasurer of the Local. Expenses, for which receipts are required, will not be reimbursed until the receipts have been provided. A cheque to reimburse additional expenses over and above any advance provided will be mailed to you. 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 your personal cheque for the amount to be reimbursed to CUPE Local 3433.