



Guidelines for Local Union Reimbursement for Area Courses

One Day Courses

There is no cost sharing for one day courses. The National Union supplies the meeting room, materials, instructor and lunch. There is no registration fee.

Three Day Courses

The National Union supplies the meeting room, materials, instructor and lunches. There is no registration fee.

NOTE: The amounts indicated are the maximum amounts that the National Union will pay for cost sharing. If the Local's bylaws or expense policies provide for a lesser payment, the cost share will be based upon that amount.

Cost sharing applies to the days of the course only. All three days of the course must be attended.

We encourage locals to attend courses in their own area to reduce costs associated with travel. Getting to know other workers in your own community is one of the bonuses of attending area courses.

* No expense can be contrary to the Constitution including local union By-Laws that have not yet been brought into compliance.

ALLOWABLE EXPENSES

Wages

The National will pay 50% of 8 hours straight time per day (24 hours in total).

Cost sharing of lost wages for hours in excess of eight hours per day must be authorized in advance of the course (i.e. the members in your local work 12 hour shifts).

Mileage

If the Local pays mileage, the National will cover 50% of mileage up to 0.48 cents per km. This will be based on either from workplace to course location, or from home to course location, depending on the practice in the Local.

Example: If your Local pays 0.35 cents/km for mileage, the reimbursement will be at 50% of km travelled x 0.35 cents / km.

If your Local does not pay for mileage, there will be no reimbursement.

Over...

Parking

Parking will not be reimbursed when per diem is paid to members attending 3-day courses.

If per diem is not paid, parking will be reimbursed at 50% (up to a maximum of \$20.00/day).

Per Diem (no accommodation)

The National Union will pay 50% of a per diem **up to** \$20 per day.

Example: Your *Local pays per diem* of \$10.00 per day when attending courses. Reimbursement will be 50% of \$10.00 per day for three days. Your *Local does not pay per diem* when lunch is provided. There will be no reimbursement.

Accommodation

Accommodation **must be authorized in advance** of the course. Accommodation will be approved if the distance to the course exceeds 60 km one way.

Room cost: The National will pay 50% of the cost of a room based on double occupancy. The reimbursement for Locals who provide **single rooms for members will be calculated as though the members shared a room.**

Examples:

- a) 1 member attending course – reimbursement will be 50% of the room charge for three nights.
- b) 2 members sharing a room – reimbursement will be 50% of the room charge for three nights.
- c) 2 members in single rooms – reimbursement will be 50% of one room charge for three nights.

Per Diem (with Accommodation)

If an overnight stay at a hotel has been pre-approved, the National will cover 50% of **up to** \$90.00 for day one and two, and 50% of **up to** \$45.00 for day three.

Example: If the Local pays a per diem of \$75.00 per day for overnight stays the reimbursement will be 50% of \$75.00 for the first two days and 50% of \$45.00 for the third day.

REIMBURSEMENT PROCESS

The Locals pay for their members up front and are reimbursed afterwards. You must use the Local Union Expense Reimbursement Form to request reimbursement (form enclosed with Area schedule).

Please ensure:

- o One form must be submitted for each participant who attended the course.
- o Receipts must be submitted with the reimbursement request.
- o A copy of the Local's bylaws or expense policy must accompany the request for reimbursement.

The request form must be authorized by the Local President or Financial Officer.

Requests for authorization of expenses (i.e. lost time in excess of 8 hours per day, accommodation) must be submitted in writing in advance of the course to:

Bob Van Cleef, National Representative
Unifor Education Department
205 Placer Court, Toronto, ON M2H 3H9
Email: bob.vancleef@unifor.org
Fax: 416.495.6554