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# NOVA SCOTIA UNION OF PUBLIC & PRIVATE EMPLOYEES

## EXPENSE CLAIM POLICY & GUIDELINES

### **PRINCIPLES:**

1. The NSUPE Constitution states that it is an offence for any member representing the Union, a Local or a Bargaining Unit to conduct Union business for personal gain.
2. NSUPE members will be reimbursed for actual monetary output that results from their voluntarism. That is, it should not cost you to be a volunteer for NSUPE.

### **GENERAL:**

1. What follows below are guidelines. Where there is no guideline for a specific issue or circumstances do not allow the guideline to be followed, use common sense, recognizing that all expenses are paid from member dues. Where possible, check with a table officer prior to the expense being incurred.
2. Where the issue cannot be determined under these guidelines and disagreement arises over whether a claimed expense should be paid, the issue will be resolved by Executive Council.
3. Expense claims will clearly specify the reason for the expense(s). Expense claims shall be supported by receipts.
4. Where an expense is disallowed, the Treasurer or Administration Coordinator will notify the member of the disallowance and the reasons therefore.

### **TRAVEL EXPENSES:**

1. Travel expenses will be paid for members conducting direct Union business except in the case of general membership meetings and business for which the employer will reimburse under the terms of a collective agreement.
2. Where a member uses her/his own vehicle for travel, mileage will be reimbursed at the rate of \$0.30 per kilometre.
3. Only travel beyond which a member would normally have travelled but for Union business will be paid. (For example, if you normally take your car to work and then travel 10 extra kilometres to attend to Union business, claim for 10 extra kilometres. If on the other hand, you would have taken the bus to work and have brought your car because of the Union business, claim the return mileage from home.)

4. Car pooling is encouraged.
5. Direct Union business is any activity or committee of the Union (eg. negotiating, labour-management, health and safety, local executive and executive council) or an organization to which NSUPE has appointed you (eg. delegate to the Confederation of Canadian Unions).
6. Prior approval will be needed for expenses arising as a result of involvement in non-NSUPE committees and organizations (eg. Water Watch, CCPA).
7. Prior approval will be required for vehicle rental. The Administration Coordinator will make arrangements for rental following consideration of alternatives, car pooling and available rates.

**MEALS:**

1. The cost of meals will be reimbursed up to the following receipted amounts:

Breakfast	- \$10.00
Lunch	- \$15.00
Supper	- \$20.00.
2. Reasonable expenses for coffee, soft drinks, snacks, etc., will be reimbursed.
3. The Union will not reimburse for alcoholic beverages.
4. The cost of meals or snacks for spouses, partners and guests, with the exception of guests invited by the Union, will not be reimbursed.
5. An advance for meal expenses may be received where a member is travelling outside of her/his area. Upon return, the member will, within a reasonable time, provide an accounting and receipts for expenses and reimburse back to the Union any amount of the advance not used.

**ACCOMMODATIONS:**

1. Prior approval will be required for hotel accommodation. The Administration Coordinator will make arrangements for hotels following consideration of alternatives, sharing and available rates.
2. Use of unionized facilities is encouraged even in circumstances of less expensive, non-union accommodation being available.
3. Room sharing is encouraged.

4. Members will limit their in-room phone usage.
5. The Union will not reimburse for mini-bar expenses, pay-for-view television, exercise facilities or other options which may be available.
6. The cost of accommodations for spouses, partners and guests, with the exception of guests invited by the Union, will not be reimbursed.

**WAGES:**

1. A member who loses regular pay as a result of being absent from work to conduct Union business will be reimbursed for the lost pay. There will not be payment for Union business conducted on days off or for lost opportunity of premium pay.
2. A member who normally receives gratuities as part of her/his employment compensation who is absent from work to conduct Union business will be compensated at the rate of \$60.00 per day.