

Unifor 2002 Area School Expense Policy

It is recognized that Local 2002 and Unifor National have different expense guidelines that can be confusing and contradictory, especially when applied to area schools. Therefore, Local 2002 members approved for training offered by Unifor National will follow the Local's guidelines as follows:

Lost Time Payments

- Code 3 (company to bill union) – paid
- Code 2 (member to bill union) – paid for time spent in approved training
- Lieu Days – Must be pre-approved as per Local 2002 Expense Guidelines.

Per Diem: As per Local 2002 Expense Guidelines.

Mileage/Gas: 52¢ per km – paid to driver only
Scheduled **on:** distance over and above the regular mileage driven each day
Scheduled **off:** from home round trip each day

Parking: Paid (receipts required)

Hotel: Single Occupancy
The local will cover **room and tax only** for delegates whose travel is in excess of 100km one way, as per Local 2002 Expense Guidelines.

Other Expenses

All other expenses must have **prior approval** from your Vice President (receipts required)

Note: The expectation is that you will participate in the training provide from the opening to the close of each day.