

Reasonable expenses incurred while performing Local Union business may be claimed in accordance with the following guidelines:

Submitting expense forms for authorization

All expense forms should be submitted within **30 days** on the approved Local Union expense forms and must be filled out completely: Date/City/Detailed purpose of expenses/ Member’s Name/ Address/ City/ Postal code/District Number/ Union Position and/or Title. Your Social Insurance Number only needs to be on your **first** expense form. It will be kept on file at the local for tax purposes. Your banking information must be on file and kept up to date for direct deposit through Electronic Funds Transfer, (EFT). Please note that code 2 must be submitted in the calendar year in which the union business was earned.

Submit completed expense forms to your designated authorizer only, (see table below). Receipts must accompany your expense claim, but you should keep the original on file for your own records. If your expense report is submitted with errors or not compliant with the expense guidelines, it will be sent back to the member by the authorizer for review and amendment.

MEMBER SUBMITTING EXPENSE(S)	DESIGNATED AUTHORIZER
Secretary Treasurer, Air Canada Bargaining Committee, Assistants to the President, Board of Trustees Chair	President
President, Regional Vice-Presidents, Co-ordinators, (Communications, EAP, Health & Safety, Human Rights, Grievance, Mobilization/Organizer)	Secretary Treasurer
Workplace Representatives, Members at Large	Regional Vice-President
All committees (except Air Canada Bargaining Committee)	Designated Liaison, Assistant to the President

Union Time Off

Code 1 (Paid by the employer) or Code 3 (Paid by Local 2002)

Time off work for union business must be pre-approved by your Regional Vice-President or designated authorizer. It is your responsibility as the member to follow up with your employer on the status of your union time off request. If your time off is approved by the company, but you no longer need it, you must cancel your time off with your designated authorizer and your employer. **If time off has been granted and you do not or cannot attend union business you must contact your authorizer as soon as possible.** Only one shift per day will be covered, double or one and half shifts will not be covered.

Code 2 (Day off)

If you are approved to conduct union business on a scheduled day off, you will be paid \$25.00 per hour for your time, up to the maximum of eight (8) hours (\$200.00). (Minus applicable deductions.) The President, Secretary Treasurer, Assistant to the President, Full-Time Bargaining Committee members, Full-Time Co-ordinators and anyone who is in a Full-Time Union role are expected to manage their time off and will not submit for day off

(Code 2) compensation. All code 2 must be submitted in the calendar year in which the union business was earned.

Shift Trades

Send a copy of the cheque or receipt received from the member taking your shift with your expense form.

Time in Lieu

Lieu time will be considered when required to provide rest for consecutive work days. Lieu days granted are determined by the length of time of the union assignment and are decided by the appropriate authorizer. Code 2 must not be claimed for days that are being taken in lieu. If conducting Union business while on vacation, a lieu day will be granted day for day as compensation. Lieu time must be taken within 30 days.

Daily In-town Expense: Any cost incurred in your city of assigned workplace arising from approved union business.

Monthly Allowance (Bylaws Article 7.2.01)

The monthly expense allowance will be used for union-related expenses incurred in town. Not limited to, but allowances are to be used for postage stamps, express-post envelopes, courier costs, printer ink, tea/coffee with a member, in-town mileage, parking and tolls. If a representative is supplying food and/or refreshments for a meeting, (Coffee and donuts at a base meeting for example), that would be claimed outside the normal monthly allowance. Workplace Representatives and Executive Officers are expected to manage their allowances. Unifor 2002 only requires receipts if you are claiming expenses over and above your monthly allowance. You are responsible for keeping receipts for your personal tax returns.

Claiming expenses greater than your monthly allowance

To claim expenses over and above your monthly allowance, you must submit a detailed expense form with appropriate receipts that show the entire monthly expense, including the full expense allowance. E.g., if you receive \$120 a month as an allowance and spend \$130 one month, to receive the extra \$10 you must submit an expense form with receipts totalling \$130 for that month.

Equipment

Purchases of equipment, electronics, furniture, computer repair and other expensive items will be requested through your Vice-President for approval from the Secretary Treasurer. Equipment provided by the Local (Cell, computer, etc.) must be returned to the Local if a union representative is no longer representing the Local due to resignation, retirement, election, etc. Final monies owing will be withheld until all Local property is returned. If any Local equipment in your possession is faulty or breaks down through normal wear and tear, it is the responsibility of the Local to repair or replace.

In-town meal per diem (Bylaws Article 7.02.06(b))

Members on approved union business who are away from their normal place of work can claim an in-town meal per diem of \$40.00 or missed meals in accordance with meal per diem chart, whichever is higher, when meals are not provided. The expectation is that the union business will encompass at least four (4) hours to be eligible

for this allowance. With the approval of the designated authorizer, bargaining committee members may receive an increased per diem due to the requirements of bargaining.

Mileage

All mileage expenses must be pre-approved. Members on approved union business who drive will be paid at the rate of \$0.52/km. Carpooling is encouraged when practical. For union business on a scheduled work day (Code 1 or 3), mileage will only be paid for kilometers over and above what you would normally drive to and from your work place. For scheduled days off, members will be paid the total kilometers. Days in Lieu will be treated as work days for the purpose of mileage calculation.

Travel Expenses: payments you made because of approved union business outside of the city you work in.

Out of Town meal per diem when meals are not provided

Breakfast	\$25
Lunch	\$35
Dinner	\$50
Full Day (over 8 hours)	\$110

*** North of the 60th parallel (Northern Community Bases) where out of town meal expenses exceed these rates, they will be reimbursed with receipts.

Taxis, Ground Transportation, Parking

Shuttles should be used where available. Car rentals must be pre-approved. Where possible, taxis should be used on a shared basis, (Tipping not to exceed 15%). Members with airport parking passes are expected to use them where practical.

Air travel

Members who have unlimited travel passes are expected to use them to attend pre-approved union business. A copy of the airline travel final billing, including service charges, taxes and other fees (AIF, etc.) must be submitted with the expense form. Confirmed space travel tickets or changes resulting in additional costs require pre-approval from the approved authorizer.

Hotel accommodation

Hotels accommodations must be pre-approved and are booked as single occupancy unless not feasible. The Local Policy is that travel must be in excess of 100 km one way in order to be eligible for accommodations. Hotel arrangements will be made by your designated authorizer through the Unifor 2002 office. As much advanced notice as possible must be provided. You must cancel your room before the cancellation deadline to avoid personal penalty, by contacting either the Unifor 2002 office or the hotel outside of office hours. The Local will pay for room and taxes directly and the union rep will be responsible for incidentals unless alternate arrangements have been made.

Phone

Roaming charges are not claimable.

Childcare expenses

While on approved union business, Unifor 2002 will pay reasonable child care expenses over and above your normal childcare costs when pre-approved. You must submit receipts with your expense form.