



Name: Work Phone #: EMPLOYER:

(Please Print)
Address: City/Prov: PC:

Nature of Activity: Activity Location:
(i.e., Executive Board, Prairie Council, COPE Nat'l Convention) (City/Prov)

Activity Dates: Departure: am/pm Date:
Return: am/pm Date:

Transportation Method (check one): Personal Auto Plane

From: to Distance Traveled (if claiming mileage): @ 72.00 ¢

EXPENSE

HOTEL - Actual and reasonable with receipt

<input type="text"/>	days @	Rate \$ <input type="text"/>	Total \$ <input type="text"/>
<input type="text"/>	days @	Rate <input type="text"/>	Total \$ <input type="text"/>
<input type="text"/>	days @	Rate \$ 20.00	Total \$ <input type="text"/>

PERSONAL ACCOMMODATION

INCIDENTALS

MEALS

Breakfast	\$24.90
Lunch	\$25.20
Supper	\$61.85

<input type="text"/>	days @	Rate \$ <input type="text"/>	Total \$ <input type="text"/>
<input type="text"/>	days @	Rate \$ <input type="text"/>	Total \$ <input type="text"/>
<input type="text"/>	days @	Rate \$ <input type="text"/>	Total \$ <input type="text"/>
<input type="text"/>	days @	Rate \$ <input type="text"/>	Total \$ <input type="text"/>

PER DIEM (See reverse for Per Diem Entitlements) :

MISCELLANEOUS (ITEMIZE - MUST BE SUPPORTED BY RECEIPTS)	
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

Signature

Date Submitted (mm-dd-yyyy)

INTERNAL USE ONLY:

Date Paid	Cheque #	TOTAL PD \$
<input type="text"/>	<input type="text"/>	<input type="text"/>

Approved by:

- An Expense voucher will have to be completed for any expense.
- Receipts are required where applicable (i.e., parking, taxi, air flight, etc.). Indicate on the receipt the event it pertains to.

MEALS:

• Breakfast	\$	24.90
• Lunch	\$	25.20
• Supper	\$	61.85
• Daily	\$	111.95 * US funds if in US

- Have PRIOR approval of the Prairie Council, Executive Board or the President regarding the event being attended.
- Provide an itinerary (if available) for review to determine if the Member is acting on behalf of the Union or it is personal interest.
 - if meals are provided by the Event Committee, i.e., lunch or supper, the Member cannot claim for the provided meal.
- When lunch is NOT provided when attending an in-town Labour Council AGM, Labour School or a Convention/Conference and the Member is attending as a delegate.
- Out-of-Province attendees may claim actual and reasonable meal expenses provided the receipt(s) with date, time and event attended noted on the back of it are attached to support the claim being made.

PER DIEM:

- \$20 per day while attending in person Labour Council AGM's, Labour Schools
- \$20 per day while attending out-of-home-base Prairie Council Meetings or Bargaining
- \$30 per day while attending in person Conventions or Conferences, **including per or post convention/conference meetings**
- ☐ Half-day or evening sessions will be one-half of the allowable per diem.

SCOPE OF EXPENSE POLICY:

The Local Union Expense Policy will be extended to any Member attending labour functions for a recognized labour body to which the Local is affiliated.

The labour body must be instructed to pay their portion of the expense to the Local.

Detailed information can be found in the following Policies and Guidelines:

- | | |
|------------------------|---|
| • Expense Policy | • Accommodation, Travel and Flight Policy |
| • Meal Expenses Policy | • Committee Meetings Policy |
| • Per Diems Policy | • Family Care Expenses Policy |

Policies updated: June/September/October 2016, **June 2017 & March 2023**

Incidentals

- \$20/night

- To stay, whenever possible, in a unionized hotel/motel for accommodation.
- In the event that a Member chooses to stay at the home of a relative or friend or utilizing the Member's personal tent, motor home or other abode, the Member may claim \$20 per day. This is in addition to the amount available under Incidentals (\$20 per day).
- Returning to your home base is encouraged provided that the trip home can be accomplished safely and at a reasonable time of day. In the event that the attendee cannot make it home by 9:30 p.m. or there is inclement weather that prevents them from returning home, a hotel room will be provided.
- Members on Union business are responsible for all incidentals charged to the room.
- Booking accommodation must be completed by the COPE Local 397 office.
- Expenses relating to the Member's stay must be submitted to the COPE 397 office for consideration of reimbursement.

TRAVEL AND FLIGHT:

- Expenses will only be considered for the Member(s) undertaking union business.
- Every effort possible should be made to coordinate travel.
- All airline travel reservations must be coordinated through the Union Office.

Flight versus travel by vehicle:

- Should be done in the most timely cost effective manner, considering time lost, lost productivity and scheduling as part of the expense.

Overnight Expenses:

- Only to be paid when the claimant cannot reasonably be expected to attend the meeting by leaving their residence at 7:30 a.m. on the day of the meeting.

CARPPOOLING is mandatory wherever possible. *Where feasible, travellers are encouraged to use cheaper means of transportation other than claiming personal vehicle mileage, such as renting a vehicle and claiming rental plus gas, or taking a bus.*

Carpooling Vehicles (2 or more occupants): Vehicles engaged in carpooling will be entitled to claim mileage for the entire trip.

Non-Carpooling Vehicles: Vehicles from the same home base not engaged in carpooling, where carpool is an option, would be allowed to claim mileage to the event only, and would not be entitled to return mileage. If multiple vehicles choose not to carpool, the mileage allowed for the trip to the event would be divided equally among all vehicles. Return mileage is not eligible to be claimed.

This rule may be waived if extenuating circumstances arise, such as but not limited to funerals, family matters or medical issues, and the need to travel separately has been pre-approved prior to attending the scheduled event.