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**NOSM Local 677 NOSMFSA**

**OPSEU 677/NOSMFSA Expense Reimbursement Policy**

**Authority: Executive Committees**

**Effective Date: LEC approved November 2018**

**Policy Statement**: The OPSEU Local 677 and NOSMFSA Expense Reimbursement Policy will ensure that members are compensated in an appropriate manner for expenses related to work on behalf of OPSEU Local 677 or NOSMFSA. The fundamental principle underlying this policy is that members should not be out of pocket for necessary expenses while on Union Local or Association business, providing such expenses are reasonable.

**Purpose**: To regularize the payment of expenses for members performing Association or Local 677 business.

Expenses for Claimants attending Conferences, Seminars, and Meetings on behalf of the Union and/or Association as approved in the Local and/or Association annual budgets, or by the Association/OPSEU Local 677 Executive, will be reimbursed in the following manner. All requests for expense reimbursement by members of the Union Local or Association incurred while undertaking Union Local or Association business (e.g. travel) must be approved by the President. Approval of expense reimbursement incurred by the President must be approved by another member of the Executive who is either an Association and OPSEU 677 Local or Unit VP, or Local or Unit Secretary. All expense forms must be submitted to the Treasurer with an approval signature (or email authorization) already included on or attached to the form.

**Rates**: For Association business claim current CAUT rates; For Local 677 business claim current OPSEU rates. Please check online for current rates at [www.caut.ca](http://www.caut.ca) and [www.opseu.org](http://www.opseu.org)

**Meals and Sundry**

Meals and incidentals will be reimbursed at the current CAUT and OPSEU rates as applicable. Those with dietary restrictions that necessitate the purchase of groceries are to be reimbursed for those costs.

**Accommodations:**

For any event starting prior to 1 PM and over 100 km away in distance, a hotel will be covered the night before and for any event ending later than 4:00 pm and over 100 km away in distance, accommodations will be covered for that night. In some cases, extended accommodations may be covered for events starting later or ending earlier when other variables such as flight arrangements, distance of the trip, time of travel, etc., are taken into consideration.

All accommodations require a receipt to be reimbursed except for if a member stays with friends or relatives, in which case the member is entitled to claim the applicable CAUT or OPSEU rate.

**Parking and Tolls:** All parking, bridge, and highway toll costs will be reimbursed as per receipts.

**Travel:** The Union or Association will cover flight, train, bus, taxi, or rental car expenses with receipts. The reimbursement rate for mileage driven will be the current CAUT or OPSEU rate as applicable.

Flight Cancellation insurance is an allowable expense and should be obtained if available when there is a possibility that the claimant may be unable to travel or when the ticket purchased is “non-refundable”. A receipt is required for reimbursement.

When road transportation is the most practical and economical way to travel, members are asked to consider a rental vehicle when more economical than a personal vehicle. Members are reminded that when using your own vehicle you will not necessarily be covered by your auto insurance when travelling on Association or OSPEU Local 677 business should your auto insurance only cover you for personal travel.

Members who are away from home for more than five consecutive days shall be reimbursed for reasonable expenses for laundry, dry cleaning and valet services.

Members will be reimbursed reasonable costs of one personal call home for each night away and expenses for telephone calls for union local or Association business purposes are reimbursable.

**Dependent Care:** The Union or Association shall contribute toward dependent care that is required for a person to attend a conference, convention and/or seminar on behalf of the Union or Association that would otherwise not be paid for by the person (i.e., regularly paid for care). Receipts are required. The maximum allowable expense is as per the applicable CAUT or OPSEU rate for dependent care.

**Advances:** On a request that is reasonable in advance of the expensethe Union or Association will prepay accommodation and transportation. If the accommodation and transportation is not prepaid the member can pay and submit receipts for reimbursement. Expenses that will ultimately be incurred by the Union Local or Association are available for advances from the Union Local or Association except under exceptional circumstances.

**Additional Expenses:** In the event a member is subject to unavoidable additional expenses fortravel, meals or dependent care, the member or staff member may apply to the executive or coverage of the additional costs. Receipts and justification must be provided.

**Dispute Resolution**: A member may appeal a decision by the President, other Executive Officer, and/or Treasurer under this policy by application to the Unit VPs (aka Unit Presidents) who shall convene a meeting of the Local/Association President, Treasurer, VPs, Local Secretary and Unit Secretaries to consider the appeal. The member and decision makers (i.e. President, other Executive Officer and/or Treasurer) shall present their case and evidence then withdraw from the meeting and the remaining table officers shall make a decision on the appeal.