

Member Expense Claim



The Alberta Union of Provincial Employees
 10451 - 170 Street, Edmonton, Alberta T5P 4S7
 (780) 930-3300 or 1-800-232-7284

AUPE office use only

Voucher # _____ Authorized: _____
 Date Rec'd _____ Add Checked: _____
 Date Entered _____ Approved: _____

Member Information - Required

Member # 		Member surname, first name		Address	
Local	Chapter	City/Town	Postal Code 	Phone - Work	Phone - Home

Activity Information - Required

Activity associated with claim			Location of activity		
Left home date: _____ at _____	<input type="checkbox"/> am <input type="checkbox"/> pm	Activity ended: _____	Arrived home date: _____ at _____	<input type="checkbox"/> am <input type="checkbox"/> pm	

Expense

Amount

Code

Air travel		\$	_____	7251
Mileage <i>(Extra kilometres require explanation)</i>	_____ KM @ \$0.52	\$	_____	7252
Parking		\$	_____	7250
Taxi/Bus <i>(attach original receipt)</i>		\$	_____	7258
Accommodation <i>(\$50/day without receipt or attach receipt)</i>	_____ days @ \$ _____ per day	\$	_____	7253
Meals	Breakfast _____ @ \$12.00 = \$ _____			
	Lunch _____ @ \$14.00 = \$ _____			
	Dinner _____ @ \$25.00 = \$ _____	\$	_____	7254
Overnight Expense	_____ overnight @ \$10/overnight	\$	_____	7255
Registration Fees <i>(attach original receipt)</i>		\$	_____	7257
Other <i>(attach receipts and provide explanation)</i>		\$	_____	7255
		Total	\$ _____	
		Less Advance	\$ _____	
		Balance	\$ _____	

I certify that this is a true detailed account of expenses incurred on Union business.
I understand that incomplete, incorrect, unsigned or unauthorized claim forms will result in a delay.

Signature

Date

See reverse side of this form for additional information

Please Print

Refer to your Local Agreement for Time-Off details

Member Expense Claim

Travel and Subsistence Regulations

When possible, members should:

- (a) Share one car when travelling long distances from the same place.
- (b) Share hotel rooms.

Transportation:

Where a member is required to use their car for Union business, mileage allowance shall be 52 cents-per-kilometer. Google Map mileage will be used in all cases for mileage via the most direct route. *Extra kilometres require explanation.* Where members travel by air, economy air fare will be paid, plus transportation to and from airports, plus parking if car is parked at the airport. All claims for taxi fares, air fares and bus fares must be accompanied by a receipt. Parking cost will be reimbursed upon production of receipt. Each member will be reimbursed for the least expensive mode of transportation, i.e., air fare vs mileage. Reimbursement will not be made for parking expenses that would have been incurred had the member been performing their normal work day.

Subsistence Rates:

Costs incurred for meals are at the following rates:

Breakfast \$12.00 (if departure is earlier or time of return is later than 7:30 am)

Lunch \$14.00 (if departure is earlier or time of return is later than 1:00 pm)

Dinner \$25.00 (if departure is earlier or time of return is later than 6:30 pm)

Child care is reimbursable to \$15.00 per hour to a maximum of \$195.00 per day, for the first child and \$3.00 per hour for each additional child to a maximum of \$39.00 per day. All reimbursement claims must be accompanied by a signed receipt. Reimbursement will not be made for: (1) child care expenses that would have been incurred had the member been performing his/her normal work day; (2) child care that would normally not have been paid, e.g. spouse; and (3) for an in-town delegate, after the meeting and/or associated function has concluded. Reimbursement will be made, to a maximum of \$20.00 for babysitter transportation costs, with substantiated receipts where necessary. Normal guideline for payment of childcare includes children 0-12.

Provincial Executive Policy on Hotel Accommodation:

Except as outlined below, no direct billing will be allowed. Members are expected to pay for their hotel accommodation and claim this expense on their expense claims, with receipt attached.

Direct billing will only occur when Headquarters makes special arrangements with the hotel prior to the event. i.e. Education sponsored conferences and seminars, etc.

When a member is away from their regular domicile they are encouraged to stay in mid-range hotels. \$50 per night can be claimed for accommodation without a receipt.

General:

Any individual requiring financial assistance for the purpose of Union business may obtain an advance by contacting Headquarters. Please give two weeks notice on advances.

Any enquiries or disputes as to expense claims can be directed to the Finance Section of the Union (780-930-3317 or 1-800-232-7284).

PLEASE NOTE:

Claim forms that are incomplete, incorrect, unsigned or unauthorized will be returned for completion. Properly completed claim forms, accepted by Finance, will be processed for payment within 7-10 business days. In order to save time and money, attaching a void cheque will enable us to deposit funds directly into your account. Please advise if your banking information changes.