



# Member Expense Claim

## Travel and Subsistence Regulations

Where 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 his car for Union business, mileage allowance shall be 52 cents-per-kilometer. Alberta Government map mileage will be used in all cases for out-of-town mileage.

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.

### 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 a.m.)

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

Dinner \$20.00 (if departure is earlier or time of return is later than 6:30 p.m.)

Child care is reimbursable to \$6.00 per hour to a maximum of \$72 per day, for the first child and \$1.50 per hour for each additional child to a maximum of \$18.00 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 have normally not have been paid, e.g. spouse; and (3) for an in-town delegate, after the meeting and/or associated function has concluded.

### Provincial Executive Policy on Hotel Accommodation:

Except as outlined in (2), no direct billing will be allowed. Members are expected to pay for their hotel accommodation and claim this expense on their expense claims.

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

When a member is away from their regular domicile they are encouraged to stay in mid-range hotels \$30 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 Accounting Section of the Union (930-3317 or 1-800-232-7284).