



Expense Policy

Created: January 30, 2021

Last Modified: N/A

Last Reviewed: N/A

CUPE BC Expense Policy: October 1, 2020

Purpose

This policy is supplemental to the CUPE BC Expense Policy and is to help clarify the perimeters for CUPE Local 608 members to qualify for expense reimbursement. Please refer to the CUPE BC Expense Policy first and this document second.

If you are attending a CUPE BC meeting or event for CUPE BC business (e.g. CUPE BC Committees), you will be receiving reimbursement through CUPE BC and will be following the **CUPE BC Expense Policy**, and section 2 of this policy. This does not apply when attending the CUPE BC Convention as a representative of CUPE Local 608.

Submitting a CUPE Local 608 Expense Claim Form

Fill out your name and contact information as required at the top of the form. Fill out the expense details with as much detail as possible; be sure to include where the purchase was made, what was purchased, and why it was purchased (if necessary). Be sure to keep and submit all original itemized receipts.

Sign and date the form as your confirmation that the expenses claimed were on behalf of CUPE Local 608. Unsigned forms will be returned.

2. Wages

Lost wages (work time off for union business) must be approved by the Unit Chair or a member of the Senior Executive before the expense occurs. As CUPE Local 608 will be billed by your employer for the lost wages the Secretary-Treasurer must also be informed via email at treasurer608@outlook.com.

Time off must also be approved by your Supervisor. Please ask your Supervisor, or Unit Chair, for the formal process of requesting time off for union business from your employer.

When wages are lost due to CUPE BC business, CUPE Local 608 will be billed for the lost wages and will then invoice CUPE BC for reimbursement. Please follow the same process as above for booking your time off.

3. Accommodation

If accommodations are required, members will be responsible for booking their own accommodations and paying for all fees upfront. Keep all original receipts and submit with expense claim form to the Secretary-Treasurer following the event. Members will also adhere to the following guidelines:

- a. Members will stay at a socially responsible union hotel. Approved hotels can be found on fairhotel.org.
 - Most CUPE or affiliated events will already have pre-designated hotels for the event. Please arrange to stay at one of those hotels in those instances.
- b. No charges will be made to the room other than the room fees, taxes, and parking.

- If other charges have been made to the room, pay for these charges separately and do not include with expense claim form.
- c. Accommodations will be approved under the following perimeters:
 - Estimated travel time will have the member arriving at destination after 9pm.
 - Travel is during winter/winter conditions and would be in the evening/night.
 - Travel is during severe/extreme winter conditions and would not be safe to travel.

4. Dependant Care

As per **CUPE Local 608 Bylaws, Section 15:**

“Caring for children, dependents or the elderly are barriers to actively participating in the Union or to attending membership meetings. Local 608 is committed to removing barriers within its control so that all members have equal access to participation.

- a) *When it is practical and demand warrants, Local 608 will provide on-site child care at all Local Union membership meetings. Where on-site child care is not provided, and in the case of dependent care or elder care, members will be reimbursed to a maximum of the living wage for the area for each hour of required care. Reimbursement will be provided upon proof of payment.*
- b) *Any member who is on authorized Local 608 business shall be eligible for child care, dependent care, and/or elder care expenses where required. Upon proof of payment, claims shall be reimbursed to a maximum of the living wage for the area for each hour of care required.*
- c) *Claims will not be paid for a spouse, partner, or a family member who normally provides care without charges. Claims will not be paid for periods of time where a member would normally have paid for care such as during normal hours of work at their job.”*

5. Transportation

Please refer to the **CUPE 608 Mileage Rates** chart for predetermined mileage reimbursement rates.

Members are encouraged to share transportation whenever possible.

6. Per Diem

Eligible for reimbursement by officers of the union, committee members, and members attending union approved conventions, conferences, and education. Members receiving representation from CUPE Local 608 are eligible for reimbursement for meetings when held outside of their sub-unit location.

- a. Half day meeting (when no meals provided).
 - Redeemable when union business or meeting duration, including travel time and necessary follow-up, is between 1-4 hours.
- b. All day meeting (when no meals provided).
 - Redeemable when union business or meeting duration, including travel time and necessary follow-up, is over 4 hours.
- c. Half day of incoming travel to next day meeting or return travel day, next day after meeting.
 - Redeemable when travel time is 4 hours or less.
- d. Full day travel to and from meetings.

- Redeemable when travel time is over 4 hours.
- e. Evening meetings requiring meals (unless already receiving \$86.00 full day per diem).
 - Redeemable when meeting duration, including travel time is over 2 hours.
- f. Does not apply to CUPE Local 608 members.

As per **CUPE Local 608 Bylaws, Section 13, Part h**: “For regular general membership meetings regular executive meetings and regular sub-unit meetings no per diems shall be paid.”

7. Incidentals

Eligible for reimbursement by officers of the union, committee members, and members attending union approved conventions, conferences, and education.

- a. In person meetings where all expenses (meals) are included.
 - Not eligible if already receiving the half or full day per diems.
- b. For video conferencing meetings scheduled for four (4) hours or more.
 - Not eligible if already receiving the half or full day per diems.

8. Full-Time Officers

Does not apply to CUPE Local 608 members.

9. Days in Lieu

In cases where members attending CUPE or affiliated approved events causes members to lose their consecutive regularly scheduled days off, they will be allowed to book off days in lieu. Prior authorization is required and providing proof of schedule may be requested.

10. Convention Committees

Does not apply to CUPE Local 608 members, unless they are on the CUPE BC Convention Committee, then expenses would be claimed through CUPE BC.

11. Receipted Expenses

Please pay for personal items separately and submit all original itemized receipts with Expense Claim Form.

Presented to the Membership: June 2, 2021

Approved by the Membership: June 2, 2021