

EXPENSE REIMBURSEMENT APPLICABLE TO MEETINGS RELATED TO DSSU DUTIES

- Members must try to travel as economically as possible and avoid all expenses which are not essential to the satisfactory performance of their duties.
- If using a personal vehicle, members must, whenever possible, travel with more than 1 person in the same car.
- Members must submit a request for reimbursement of travel expenses by completing and signing the form provided for the purpose.
- Receipts and supporting documentation must be provided and include sufficient details about the services rendered.
- All claims for reimbursement of expenses incurred in members' performance of their duties must be submitted monthly.
- Members must provide any explanations requested with respect to their claim.

TRANSPORTATION EXPENSES	
Train travel	Based on the fare for day trips. If trip takes 1 complete day or include at least 1 night, member is entitled to a bed (lower berth) or a single room.
Bus travel	Based on the bus company's fare.
Taxi	Based on costs actually incurred, member has to specify the point of departure and the point of arrival.
Personal vehicle	\$0.51 per km (as per current FPSES reimbursement rates) For any claim for reimbursement for the use of a personal vehicle, members must indicate the distance in kilometers between the principle points of departure and the destination.
Rental cars	Members are encouraged to use rental cars for trips of 300 kilometers or more (round-trip) and duration of 48 hours or less. Members who use their personal vehicles for trips of 300 kilometers or more (round-trip) and duration of 48 hours or less will be compensated at the rate of \$0.40 per km. However, the \$0.50 per km rate could still be claimed in the following situations: a) The absence of a rental outlet within 15 kilometers of the member's residence or of the destination; b) A written statement that no rental cars were available for a reservation that was made as soon as possible before the scheduled meeting. In such situations, the member must indicate the reasons for their claim on the back of the expense report.
ROOM EXPENSES	
Motel or hotel	Based on the actual expenses incurred by a single room.
Staying with parents or friends	Reimbursement is \$30 per night. When a meeting/union activity is going to take place more than 200 kilometers away and is scheduled to begin before noon (12:00), the DSSU shall assume the cost of a room for the night before the meeting.
MEAL EXPENSES	
While travelling (per diem)	Breakfast: \$16.50 Lunch: \$25.00 Supper: \$32.00 <u>Snack: \$ 5.00</u> Total: \$78.50 (as per current FPSES reimbursement rates)
Executives, C.C. Members and Other Representatives	Lunch (on-campus): \$15.00 (per diem)

<p>Departure and return times</p>	<p>The departure and return times which are used to determine whether or not a meal is reimbursable are the following:</p> <p><u>Time of departure</u> Before 7:30 am (breakfast) Before 12:00 noon (lunch) Before 6:00 pm (supper) Before 10:00 pm (snack)</p> <p><u>Time of return</u> After 9:00 am (breakfast) After 12:30 pm (lunch) After 6:30 pm (supper) After 10:00 pm (snack)</p> <p>The member must indicate on their claim the place, time and date of their arrival and departure.</p>
<p>LONG DISTANCE BUSINESS-RELATED TELEPHONE CHARGES</p>	<p>A union officer who is away from home or on assignment is entitled to one (1) call to his residence per day.</p>
<p>PARKING EXPENSES AND TOLLS</p>	<p>Based on expenses actually incurred. Member must submit proof of these expenses whenever possible.</p>
<p>CHILD CARE EXPENSES</p>	<p>Reimbursement at a rate of \$3.00 per hour, with a maximum of \$45 per 24 hour period. An additional \$15.00 per 24 hour period is allocated for the member who is breastfeeding.</p> <p><u>These expenses are reimbursable under the following conditions:</u> Child care expenses are not reimbursable if the care was provided by the spouse or any other person who permanently resides in the residence of the person submitting the claim. These expenses are reimbursable for hours worked outside of the member’s normal work week, unless the member submitting the claim can prove that these expenses are directly attributable to being obliged by the DSSU to attend an activity. These expenses are reimbursable to people who have children who are 16 years old or younger. The person who is submitting a claim for child care expenses must complete the form provided by the DSSU for this purpose. The name of the caregiver along with their telephone number must appear on the form. The DSSU reserves the right to verify the information on the form. The person making the claim must attest that the sums being claimed were actually paid out. This claim must be submitted simultaneously with the claim for living and travel expenses related to attendance of the activity concerned.</p>