

Travel / Conference / Entertainment Policy CAW Local 555

CAW **Local 555** shall reimburse its members and/or employees for reasonable and necessary expenses incurred by them in the course of carrying out Union business /duties.

Scope:

This policy applies to all CAW Local 555 Union travel.

Responsibility:

CAW Local 555 is responsible for maintaining appropriate controls and checks as part of its accountability to the membership. ***For all travel, cost-efficient methods should be utilized.*** The traveller is responsible for ensuring that claims for reimbursement are accurate, conforms to the Local's Travel/Conference/Entertainment policy and procedures, and that all expenditures are supported by original receipts as required. The traveller is encouraged to submit reimbursement claims within 15 working days after the completion of travel and no later than 15 days after the end of the fiscal year ending Dec. 31st. Expense reports received after Jan. 15th for travel claims in the previous year will not be honoured.

Methods of Payment:

It is the policy of the Local Union that a corporate credit card be used to pay for Union business travel-related expenses. See "Bookings" section for further information.

Personal credit cards should only be used when absolutely necessary, however, the Union does not pay for service charges, interest or annual fees associated with personal credit cards; this is the sole responsibility of the cardholder.

Expense Reporting:

Travel expenses will be reimbursed providing they are reasonable in nature and amount, are properly supported with documentation as described in "Receipts" below and have been appropriately approved. In order to claim expenses, the traveller is encouraged to submit an expense report/claim within 15 working days of the completion of the travel.

The traveller is encouraged to submit reimbursement claims within 15 working days after the completion of travel and no later than 15 days after the end of the fiscal year ending Dec. 31st. Expense reports received after Jan. 15th for travel claims in the previous year will not be honoured.

Receipts:

Original receipts are required for reimbursement of all expenses with the exception of per diems. When a receipt is required, an original itemized document on company letterhead acknowledging receipt of payment is needed. Neither credit card statements nor credit card slips are acceptable substitutes for original itemized receipts. In instances where an original receipt is not issued or has been lost, submit a copy of the credit card statement or credit card slip together with an explanatory note signed by the traveller. When a receipt is unavailable, a per diem may be claimed. An itemized list, signed by the traveller must be provided.

ELIGIBLE EXPENSES:

Bookings

All booking arrangements (flight, railway, overnight accommodations) for union-related functions (conferences, conventions, educational functions, etc.) will be made by the Local union office therefore promoting cost efficiency (as well as utilizing the travel insurance option on the corporate credit card where applicable).

Accommodations

Hotel reservations will be made by the Local union office. Travellers should inform the Local union office of their travel needs (single or double occupancy; parking, etc.) If a reservation must be cancelled, it is the responsibility of the traveller to make sure that cancellation is made (by either informing the Local union office or the Hotel directly) in advance so that “no show” charges will not be incurred.

Air Travel

The cost of coach class airfare will be used when booking flights. First Class and Business Class travel will only be booked if special circumstances so warrant (e.g. a medical certificate).

Unused Tickets

Unused tickets (or any monetary portion thereof) must be returned to the Local office as soon as possible for proper credit and processing. It is the responsibility of the traveller to contact the Local immediately so credit can be obtained for any unused refundable tickets.

Flight Cancellation Insurance

Flight cancellation insurance will be booked by the Local.

Airport Limousine/Transportation

For transportation to and from airports, an airport limousine or bus is recommended and booked by the Local union office.

Car Rental

Car rental bookings will be made by the Local office. Bookings will be made using the most cost-effective, practical, union-made vehicle and to take advantage of corporate and other discounts. Daily Vehicle insurance will also be included with the booking. Please remember to refuel your rental car prior to its return and save the gas receipts for reimbursement.

Ground Travel

Note: Shared automobile travel should be arranged when possible.

Out of Province Travel

For any out of province travel (or distances greater than 400 km one way), mileage reimbursement will not exceed the cost of public modes of transportation (bus, rail, air).

Privately Owned Vehicles

When a privately owned vehicle is used on Union business, the kilometer allowance is designed to cover vehicle operating costs, including gasoline, insurance, repairs and maintenance.

When completing the Expense Report/Claim form, dates, kilometerage and destination must be included.

Parking/Highway Tolls Ferries/Bridge Tolls

Receipts must be obtained for reimbursement purposes.

Rail

For day travel, standard (comfort car) and roomette accommodation for overnight travel are acceptable expenses. All booking arrangements will be made by the Local union office.

Taxi / Bus

Taxi or bus transit may be used where this represents an economical means of transportation. Receipts should be obtained for reimbursement purposes.

Meals

With Receipts (Always the preferred option)

Individuals will be reimbursed for reasonable amounts incurred for meals when travelling on Union business. Receipts must show the meal/beverage purchase. When more than one meal is listed, a list of the guests being covered must accompany the receipt. Please note: alcoholic beverages are not eligible expenses. When alcohol is listed on the receipt, the appropriate amount will be deducted from the eligible reimbursement.

Without Receipts - Per Diem

Only meal costs incurred while on Union business or during travel for Union business should be claimed. When a receipt for a meal is unavailable, a per diem may be claimed. An itemized list must be submitted & signed by the traveller.

For example:

A traveller beginning or ending travel midway through a day should not claim the full day's allowance of \$90.

For a traveller attending a conference further than 160km (one way) and staying over one night, claim \$90 for day one and maximum \$45 for day two.

The maximum per diem rates are: (Breakfast \$20, Lunch \$25, Dinner \$45)

Registrations

Registrations should be charged against the Union's Corporate Credit Card, whenever possible.

OTHER ELIGIBLE EXPENSES

The specific nature of miscellaneous expenses is to be detailed on the Expense Report/Claim Form and original receipts **must** be provided.

- Fax and e-mail charges
- Payment for internet access in hotels is acceptable; however, where a number of travellers are at the same hotel, internet access should be shared by all.
- Reasonable Union Business related telephone charges.
- Reasonable charges for child care expenses. If child care is available at the conference/event, sign-up for child care must be done by the time frame outlined in the conference/event details.

INELIGIBLE EXPENSES

Please note, if any of the examples listed below are included on an expense report claim form or included on the receipt of any claims, the dollar amount will be deducted from the original amount being requested for reimbursement.

- Any expenses related to accompanying travel companions (spouse, partner, friend etc.)
- Alcoholic beverages
- Boarding for pets
- Non-business or personal related expenses
- Parking and other traffic fines
- Insurance coverage for privately owned vehicles
- Expenses for the repairs of privately owned vehicles
- Expenses related to damages to uninsured rental cars and privately owned vehicles
- Interest charges levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- Meals included in another reimbursable item (e.g. conference fee, transportation charge, accommodation)
- Payment of personal telephone calls (long distance or otherwise) will be the traveller's responsibility and will not be reimbursed by the Union.

Please Note:

Exceptions to this policy will be considered by CAW Local 555 Executive Board on a case by case basis. Please submit in writing well in advance of the event/conference the nature and dollar amount of expense(s) you expect to incur.

Approved: Executive Board, May 28, 2009