EXPENSE CLAIM

(effective Jan 1, 2025)

FOR ACCOUNTING USE ONLY

CUPE BC DIVISION
410 - 6222 WILLINGDON AVENUE
BURNABY, BC V5H 0G3

Phone 604-291-9119
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Email accounting@cupe.bc.ca

INSTRUCTIONS: Complete and print form, sign and include all receipts. Forward to CUPE BC (make a copy for your records).

FIRST NAME	LAST NAME	CHEQUE PAYABLE TO – *please (✔) one* ☐ MEMBER ☐ LOCAL _____	REASON FOR EXPENSE– *(identify CTTE name or event attended)*
CHEQUE MAILING ADDRESS – *include street, city or town, province, postal code*		Email:	BOOK OFF REQUIRED: ☐ *YES* ☐ *NO* DATES: _____

EVENT DATE	DESTINATION From To (Location)	TIME Depart Arrive	PER DIEM FULL DAY = $102 HALF DAY = $51 VIRTUAL MTG=$20	PRIVATE VEHICLE EXPENSE KM	 $0.72/km	PARKING/ TAXI/ TRANSIT	FERRY/ CAR RENTAL	HOTEL	WAGES (Locals only)	OTHER AMOUNT	 DESCRIPTION	TOTAL DAILY COST	FOR ACCOUNTING USE ONLY
TOTALS													

NOTES

I certify that I incurred the amounts shown on this statement on behalf of CUPE BC and/or my Local

MEMBER SIGNATURE | DATE SIGNED

OFFICE USE ONLY

RECOMMENDED BY: | **SPENDING AUTHORITY SIGNATURE**

CLAIM TOTAL

$

moveUP

Print Form Clear Form

CUPE BC EXPENSE POLICY SUMMARY

PREAMBLE
The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees. Expense claim forms must be submitted within 6 months of when the expense(s) were incurred. The Secretary-Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

WAGES
Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the Local Union only. Wage loss will not be paid to individuals. Copy of employer invoice and proof of payment to employer is required.

ACCOMMODATION
If accommodations are required, they must be booked through the CUPE BC office. Members are entitled to a single room, however if members choose to share a room, this should be clarified with the CUPE BC office when booking the room. Where possible all room, taxes and parking will be billed directly to CUPE BC.

DEPENDANT CARE
If required, dependant care will be paid outside of regular working hours at the rate of up to $20.00/hour to a maximum of $300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care Expense Claim form.

TRANSPORTATION
To be the most convenient and economical means with the maximum mileage not to exceed the cost of airfare. Airfare, where required (economy class), must be booked through WE Travel.

a. Automobile allowance 72¢ km **(effective Jan 1, 2025)**, and to automatically follow the CRA mileage rate.
b. Parking cost when on CUPE BC business (receipt must be provided).
c. Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.
d. Where ferry travel is required, only land kilometres will be reimbursed and ferry fares with submitted receipts.
(Note: some distance calculators include the kilometres the ferry travels over the water; those kilometers should be deducted from claim).
e. If you are using the public transit system to attend the meeting you can claim a transit honorarium equivalent to the cost of an All Day Transit Pass.

PER DIEM & INCIDENTALS

a. $51.00 per half day meeting (when no meals provided).
b. $102.00 per day for an all day meeting (when no meals are provided).
c. $51.00 for half-day of incoming travel to next day meeting or return travel day, next day after meeting.
d. $102.00 for full day travel to and from meetings.
e. $51.00 for evening meetings requiring meals (unless already receiving $102.00 full day per diem).
f. $20.00 for in person meetings where all expenses (meals) are included.
g. $20.00 for Video Conferencing Meetings scheduled for 4 hours or more.

DAYS IN LIEU
In cases where CUPE BC business causes Executive Board members and/or Trustees to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE BC's expense. Prior authorization of the Secretary - Treasurer is required for book off of days in lieu.

CONVENTION COMMITTEES
Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening. Per diem for days committee meets when Convention is not in session will be $86.00.
The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session

a. Chairperson - $35.00 per day.
b. Committee Members - $30.00 per day.
c. Hotel room at prevailing rates and loss of wages as required.

Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund. Resolutions Committee – when required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

RECEIPTED EXPENSES
Where receipted expenses are being submitted, a credit card/debit slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels, BC Ferries, etc.) If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These declarations may be reviewed by the Trustees.