	<b>Policy:</b> EXPENSE REIMBURSEMENT POLICY <b>Policy Number:</b>
<b>Implementation date:</b> 10OCT2013	<b>Revision date:</b> 29NOV18

**Policy Statement**

The BUFA Expense Reimbursement Policy will ensure that members and staff are compensated in an appropriate manner for expenses related to work on behalf of BUFA.

**Purpose**

To regularize the payment of expenses for members and staff performing union business.

**Expenses for Claimants attending Conferences, Seminars, and Meetings on behalf of the Association will be reimbursed in the following manner.**

**Meals and Sundry**

- Meals and sundry will be reimbursed at the current CAUT rates. When meals are provided, claimants should not claim per diem for the meal.
- If claimants are attending off-campus Conferences, Seminars, or Meetings on behalf of BUFA within the Niagara Region per diem rates apply.

**Accommodations:**


- For any event starting prior to noon and over 100 km away in distance, a hotel will be covered the night before and for any event ending later than 7:00 pm and over 100 km away in distance, accommodations will be covered for that night.
- For attending conference, the conference hotel with conference rates should be used, if the conference hotel is not available, a comparable accommodation should be obtained.
- All accommodations require a receipt to be reimbursed.
- In some cases, extended accommodations may be covered for events ending earlier when other variables such as flight arrangements, distance of the trip, time of travel, etc., are taken into consideration.

**Parking and Tolls:**

- All parking and toll costs will be reimbursed as per receipts.

**Travel:**

- The Association will cover economy class flight, business class train fare if it is equal or less than economy class flight, bus, taxi, or rental car expenses with receipts.
- The reimbursement rate for mileage driven will be the current CAUT rate and no receipts are required.
- Where the mileage reimbursement amount would be excessive (>200 km one way) claimants shall rent a vehicle (no greater than mid-size) with unlimited mileage and BUFA will reimburse the rental (including insurance) plus gasoline (with receipts).

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- When a member or staff person chooses an alternate route or form of transportation (i.e., not returning to the same city or further travel after the business portion has ceased and returning in another way), the Association will only reimburse the amount for the most economical return route.
- BUFA will give preference to unionized airlines.

**Dependent Care:**

- The Association shall contribute toward dependent care that is required for a person to attend a conference and/or seminar on behalf of the Association that would otherwise not be paid for by the person (i.e., regularly paid for care). Receipts are required and must show the number of hours and the total amount paid. Maximum daily amount for a 24 hour period is \$100.00 to a maximum of \$300 per trip.

**Additional Expenses:**

- In the event a member or staff member is subject to unavoidable additional expenses for travel, meals, dependent care, the member or staff member may apply to the Executive for coverage of the additional costs. Receipts and justification must be provided.

**Receipt of Reimbursement:**

- Reimbursement of expenses will be made upon the BUFA Office’s receipt of a report detailing the meeting, conference, or event attended.

**Amended:**

October 10, 2013	Added Receipt of Reimbursement
March 18, 2016	Deleted need for receipts for local meals for consistency, added per diem rates apply
March 18, 2016	Added maximum to dependent care
November 29, 2018	Amended to cover business class train fare if equal or less than economy Flight, removed advance option