

**CUPE Nova Scotia**

**Financial Guidelines**

Expenses are meant to reimburse members of the Executive Board and Committees for actual expenses incurred while carrying out business on behalf of CUPE Nova Scotia, consistent with these guidelines and the Constitution.

**EXPENSES:**

# Accommodations:

Accommodations will be prearranged by the Secretary-Treasurer of CUPE Nova Scotia, at the most economical cost and at a unionized hotel whenever possible. In the event that an executive board member or a committee member makes his own hotel arrangements, a copy of the hotel room bill must be attached to the CUPE NS expense voucher and forwarded to the Secretary-Treasurer before reimbursement can be processed. CUPE NS  ***is not*** responsible for any service charges such as mini bar, movies, room damages, phone calls, etc.

The following table will serve as a guideline when hotel accommodation expenses would be appropriate to incur.

Guidelines for when a hotel would apply, except for Executive Board to attend CUPE Nova Scotia Convention.

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel (One way)** | **Meeting Start Time** | **Meeting End Time** | **Room** |
| 130 kms or less | - | - | None |
| 130 – 200 kms | 10:00 am or later | 4:00 pm or sooner | None |
| 200 – 400 kms | Before 10:00 am | - | Night before |
| 200 – 400 kms | - | 4:00 pm or later | Night after |
| 200- 400 kms | 1:00 pm or later | 4:00 pm or sooner | Night before OR after |
| Greater than 400 kms | 10:00 am or sooner | 4:00 pm or later | Night before and after |

Considerations outside these guidelines for travel and/or hotel accommodations and/or in exceptional circumstances may be granted upon the approval of the President.

# Family Care Allowance:

Family care allowance up to $40.00 per day shall be paid while representing CUPE Nova Scotia on approved union business when not in receipt of lost wages. *Written* verification must be provided by the care provider on the approved CUPE NS form.

# Lost Wages:

The preferred method of payment for lost wages shall be direct billing to CUPE NS Secretary-Treasurer from the Employer. A letter or invoice must be on employer letterhead and include the following: the date, a statement indicating the employee has been absent from a scheduled shift (s) for CUPE Nova Scotia business and be ***signed*** by the Employer. **Without exception, the letter or invoice must be present for payment to be processed.** In addition, the following situations may apply.

* If the employer is covering lost wages and benefits on the payroll, a statement of lost wages and benefits must be submitted prior to payment directly to the Employer, or to the Local Union if the Local is reimbursing the Employer.
* If the Employer is not covering lost wages, hourly rates and lost hours must be verified. Deductions for

C.P.P. and E.I. will be made, but income tax is the responsibility of the member.

* Executive Board Members and/or Committee Members on CUPE NS business shall be entitled to incur lost wages for a shift, which carry into and/or begin on the date of the meeting.
* Members shall also be entitled to incur lost wages for travel the day before and/or the day after meetings when requirements of the accommodation guidelines are met. In these cases allowable lost wages for travel shall not exceed the actual time normally required to travel from home to meeting location.

# Meal Allowance:

Meal allowance is set out in Article 11.01 (a). If a meeting plus travel time is 4 (four) hours or less, the rate is

$35.00. If meeting and travel time is greater than 4 (four) hours, the rate is $70.00.

In cases where Executive Board Members and/or Committee Members qualify for accommodations the night before and/or after the meeting date, they shall be entitled for meal allowances as determined by the length of time travelling on the day before and/or after.

In cases where meals are provided by CUPE NS, members shall not be entitled to a Meal Per Diem or in the case of a meal being provided by CUPE NS, members shall have their Meal Per Diem reduced as follows $15.00 for breakfast, $20.00 for lunch and $35.00 for dinner.

# Travel:

Travel expenses shall be paid for the actual distance traveled by the member to and from the meeting as per google map. The rate shall follow the CUPE National rate. An Executive Board Member and/or Committee Member who chooses to travel instead of hotel, they will be reimbursed for whichever cost is cheaper.

# Telephone:

The actual cost of long distance calls incurred for CUPE NS business shall be reimbursed upon receipt. The Executive Board of CUPE Nova Scotia as per Article 4:01 shall be reimbursed the sum of $30.00 per month to cover a portion of phone and internet service and shall be paid per annum with the Out*-of-Pocket Expenses.*

# The Treasurer is responsible for managing these guidelines in partnership with the President.

**Please note that Quorum to hold a face-to-face meeting shall be 50% plus one and any expense form not in compliance with these expense guidelines will be adjusted by the Secretary-Treasurer accordingly.**

Approved by CUPE NS Executive - July 5, 2017

**Nan McFadgen** - President **Alan Linkletter** - Vice-President **Donna VanKroonenburg**- Secretary-Treasurer **Emily MacNeil** - Rec Secretary