



UNION OF CANADIAN CORRECTIONAL OFFICERS –
SYNDICAT DES AGENTS CORRECTIONNELS DU CANADA –
CSN

REIMBURSEMENT POLICY

October 2014 Version

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INTRODUCTION

These guidelines are aimed at determining fair amounts to be reimbursed for expenses that are actually related to union activities.

GUIDELINES

- The union reimburses authorized justified expenses incurred by a member in the course of union activities, in accordance with the standards set out below.
- These rules may only be modified by the UCCO-SACC-CSN National General Assembly or the UCCO-SACC-CSN National Executive.
- When a person is on leave for union work and is required to travel outside the workplace in the course of union activities, he/she is entitled to a daily allowance based on rates set by the union.
- Travel and living expenses specified in this document include taxes and tips, where applicable.
- Expense claims are not automatically reimbursed. A claim may or may not be justified depending, for example, on the activity that the member is undertaking.
- Expenses are only reimbursed when they are actually incurred and claimed, i.e., when the activities have actually given rise to expenses.
- The rates used in these rules are those approved by the UCCO-SACC-CSN National General Assembly or the UCCO-SACC-CSN National Executive.

RATES

- Rates are in effect as approved since May 2014.

Breakfast*	\$ 15.00
Lunch*	\$ 15.00
Dinner*	\$ 40.00
Accommodations (hotel)	\$ 120.00
Private Accommodations	\$ 50.00
Incidentals	\$17.00

* Meal receipts are not required.

Breakfast**Breakfast is reimbursed if:**

1. The member is required to travel the night before the approved union activity.
2. The member is required to leave home unusually early in the morning to arrive to an activity, compared to the person's regular hours of work.

For the purpose of this rule, *unusually early* is defined as 0600 hrs.

3. There is a breakfast activity.

Lunch**Lunch is reimbursed if:**

1. The meeting begins in the morning and continues in the afternoon, and is outside the usual place of work.
2. There is an activity over lunch in the locality where the workplace is situated (must be authorized by the executive committee).

Dinner**Dinner is reimbursed if:**

1. An afternoon meeting ends after 1800 hrs, including travel time to return home if applicable.
2. An evening activity requires a member to have dinner away from home.
3. There is an activity over dinner.

4. If travel is required the night before for a morning meeting, and the member is required to travel further than 250km (one way) to the location of the meeting.

Incidentals

Payment is only permitted when an overnight stay (away from the member's residence) is required.

Accommodations

- The rates of reimbursement for accommodation are guidelines. Exceptions will be permitted, with prior authorization, by the level of the union paying the claim.

Allowance for hotel accommodations:

1. A hotel room must only be used when required by circumstances, given the time an activity ends, the distance to be travelled and the place the person has to be the next day.
2. Receipts are required for reimbursement, except in the case of private accommodations.
3. Accommodations are reimbursed the night before an activity if the meeting begins in the morning and the member has to travel further than 250km to get to the meeting location.

REIMBURSEMENT OF ADDITIONAL CHILDCARE EXPENSES

- A member who attends union meetings outside of his/her regular hours of work or regular work week, without compensation, is entitled to have the union reimburse the additional childcare expenses incurred.

Allowances for Child Care:

1. These expenses are reimbursed upon presentation of a receipt indicating the date, time of the activity, and number of children.
2. To be eligible for reimbursement, the expenses must have been actually incurred, by people who have children 16 years of age or younger.
3. Childcare expenses in accordance with these rules may be claimed for a child between the ages of 16 and 18 who needs child care because of a physical or mental handicap.
4. If both parents and/or spouses participate in meetings during the same period of time, childcare expenses are only reimbursed to one of the two; childcare expenses must not be used as compensation for a parent or spouse.

	1 child	2 children	3 children	each additional child
Morning	\$15	\$20	\$25	\$5
Afternoon	\$15	\$20	\$25	\$5
Transition period* (Between 5:00 and 6:00 p.m.)	\$10	\$15	\$20	\$5
Evening (After 6:00 pm)	\$15	\$20	\$25	\$5
Night (After midnight)	\$20	\$30	\$40	\$5

* Expenses incurred during the transition period for care or for late penalties at a childcare centre are eligible for compensation of \$10 for 1 child plus \$5 for each additional child.

REIMBURSEMENT OF PAY

1. When a person who is scheduled to work must be given leave without pay from work for a union activity (Leave code 998). No deduction will be taken from the members pay. The Union will reimburse the CSC for the leave without pay.
2. No wages are paid by the union to a person on leave with pay for union work.
3. A person who is retired, on sick leave, workers' compensation, salary insurance, paid leave, employment insurance or receiving benefits from a private or public compensation plan is considered to be on authorized leave and is therefore not eligible for reimbursement of pay.
5. Overtime is never reimbursed.
6. If the distance and time at which an activity starts make it feasible, travel should be done without using leave time. Be realistic about the travel time required, assuming acceptable conditions.
7. All request for pay claims must be accompanied by a copy of an authorized leave without pay form signed by the Employer and a copy of the members recent pay stub to validate the members pay rate.
9. All pay claims must be submitted to the appropriate person responsible for processing claims, at that level of the Union.
10. Union activities should not normally be scheduled on a designated paid holiday. If a member does participate in a union activity on a designated paid holiday the member shall not be affected financially. The member shall submit a leave application requesting to be statted off for the period of the union activity, and the remainder of the hours shall be requested as LWOP. The stat pay shall be processed through the CSN.

REIMBURSEMENT OF TRAVEL EXPENSES

- The basic guideline is reimbursement of the cost of public transportation. The inefficiency or lack of public transportation may justify an expense claim on the basis of the number of kilometres travelled.
- However, the use of an automobile should not result in member being able to claim reimbursement of more expenses and pay than what he/she would be entitled to if he/she had used public transportation.

Travel expenses are reimbursed in accordance with the following rates:

1. The cost of public transportation, or 0.53 cents per kilometre when public transportation is not applicable, is reimbursed to a member who in fact uses his/her vehicle.
2. When possible, it is financially and environmentally responsible for members to carpool. When members travel together, only the member using his/her private vehicle shall be reimbursed mileage.
3. The number of kilometres reimbursed is based on the necessary distance travelled for union activities.
4. The union does not reimburse costs related to any parking tickets, traffic tickets or other tickets incurred as a result of using a vehicle.
5. Applicable receipts for use of public transportation must be submitted. In the case, where members chose to use their private vehicle rather than use reasonable public transportation, the cost of the public transportation reserved at least seven (7) days in advance shall be reimbursed to the member.
6. No expenses incurred by the member for mechanical problems or breakdowns may be claimed for reimbursement by the union.

REIMBURSEMENT OF PARKING EXPENSES

- Parking expenses for a union activity are reimbursed upon presentation of applicable receipts when the activity takes place away from the workplace.

REIMBURSEMENT OF LONG-DISTANCE CALLS

- If a member incurs long-distance charges in the context of work that he/she does for the union, he/she may claim reimbursement of the cost of the calls by appending a copy of the phone bill to the activity report and identifying the calls to be reimbursed by the union.

ADVANCES

- The union may provide a member with an advance for expenses when an activity takes place outside the locality where the workplace is situated. The amounts are adjusted after the member's return in accordance with the activity report, upon presentation of the necessary supporting documents.
- No amount may be advanced more than the estimated normal expense claim for the approved period of activity.

ACTIVITY REPORT

1. Only expenses incurred may be claimed.
2. To be reimbursed, expenses incurred must be claimed within 30 days of the approved activity, on the Expense Claim Form used by the union and accompanied by the appropriate supporting documents (receipts) when necessary.
 - It is the responsibility of the member who is submitting the claim to ensure that the claim is properly completed, and submitted to the correct union official for payment, within 30 calendar days of the activity.
3. Record activities day by day if amounts are claimed, with transportation counting as an activity, and record the time at which each activity starts and ends.

On the Expense Form, indicate:

1. Name of the person submitting the claim
2. Social Insurance Number (SIN) if statutory wages are being claimed.
3. Members address, phone number, and email address.
4. The city and place where the activity takes place.
5. The nature of the union activity.
6. Indicate the number of kilometres for each activity if more than one is claimed.

ANNEX A

Reimbursement for Mobilization Events

National Events:

- Ensure there is an understanding of what is going to be reimbursed (e.g. travel expenses, food costs, LWOP, etc.), at what rate (e.g. 100%, 50%, CSN rates, etc.), and a due date for all expenses to be submitted (i.e. **30 days** as per reimbursement policy).
- For LWOP: RVPs **must** provide a list of names, number of hours and dates to National Vice President prior to the end of the month which the leave occurs.
- For expenses:
 1. Locals will provide to the Regional Secretary-Treasurer:
 - a. One (1) expense claim. Under name, put who to reimburse (either the local or one member)
 - b. All receipts attached to the expense claim
 2. Regional Secretary-Treasurer, with assistance of the Regional Vice-President, will quality control these expenses to ensure they are in line with what is to be reimbursed. The RST will reimburse the local or the person named on the expense claim.
 3. The Regional Secretary-Treasurer will send to the National Vice-President the package of claims, along with a summary of what is to be reimbursed in the form of an invoice. It will be clearly marked whether to send payment to the regional operations or training account.
 4. The National Vice-President will send payment to the regional accounts payment as indicated above and will submit to the entire package including LWOP to the CSN.

Regional or Local Events:

- Ensure there is an understanding of what is going to be reimbursed (e.g. travel expenses, food costs, LWOP, etc.), at what rate (e.g. 100%, 50%, CSN rates, etc.), and a due date for all expenses to be submitted (i.e. **30 days** as per reimbursement policy).
- For LWOP: Local presidents **must** provide a list of names, number of hours and dates to Regional Secretary-Treasurer prior to the end of the month which the leave occurs.
- For expenses:
 1. Locals will provide to the Regional Secretary-Treasurer:
 - a. One (1) expense claim. Under name, put who to reimburse (either the local or one member)

- b. All receipts attached to the expense claim
2. Regional Secretary-Treasurer, with assistance of the Regional Vice-President will quality control these expenses to ensure they are in line with what is to be reimbursed. The RST will reimburse the local or the person named on the expense claim.
3. The Regional Secretary-Treasurer will send to the CSN the package of claims and LWOP, along with a summary of what is to be reimbursed in the form of an invoice. It will be clearly marked an address to send payment as well as whom the cheque should be addressed.