



## **Guidelines for Local Union Reimbursement for Area Schools & Online Education**

### One Day Courses

There is no cost sharing for one day courses.

The National Union will cover the cost of the meeting room, materials, discussion leader and Lunch up to \$15 per person.

### Three Day Courses – Area Schools

The National Union will cover the cost of the meeting room, materials, discussion leader and lunch up to \$15 per person per day.

The National Union will cover 50% of the participants lost time for only the days in which the course runs, to a maximum of 8 hours per day.

3 days x 8 hours = 24 hours @ 50% = 12 hours National Union cost share per participant.

Cost sharing for lost wages in excess of 8 hours per day **MUST** be authorized in advance of the course.

If the Local Union by-laws permit payment of mileage, the National Union will cover 50% of mileage cost up to .48 cents/km. If the Local does not pay mileage, no reimbursement will be paid.

The National Union does not cover per diems as lunches are provided.

Parking will be reimbursed at 50% up to a maximum of \$20 per day.

If the distance to the course location exceeds 150 km one way, the National Union will cover 50% of the cost of accommodations, based on double occupancy. This **MUST** be authorized in advance of the course.

In the unlikely event that participants must travel greater than 400 km to the training venue, the National Union will cover 50% of the cost of air or rail travel. This **MUST** be authorized in advance of the course.

For all advanced authorizations please contact: Roland Kiehne, Education Director  
[roland.kiehne@unifor.org](mailto:roland.kiehne@unifor.org)

### Three Day - Online Education Courses

Three day online education courses will follow the same guidelines as three day in person Area Schools.

The National Union will cover 50% of the participants lost time for only the days in which the course runs, to a maximum of 8 hours per day.

3 days x 8 hours = 24 hours @ 50% = 12 hours National Union cost share per participant.

Cost sharing for lost wages in excess of 8 hours per day MUST be authorized in advance of the course.

### Reimbursement Process

The Locals pay for their members up front and are reimbursed afterwards.

You must use the Local Union Expense Reimbursement Form to request reimbursement.

Please ensure:

- One form must be submitted for each participant who attended the course.
- Receipts must be submitted with the reimbursement request.
- A copy of the Local's bylaws or expense policy must accompany the request for reimbursement.

Please Submit the forms to Patty Barrera, National Representative, Education  
[patty.barrera@unifor.org](mailto:patty.barrera@unifor.org)

The Local Union Expense Reimbursement form must be authorized by the Local President or Financial Officer.