



2023 Guidelines for Local Union Reimbursement for Area Schools & Online Education

REIMBURSEMENT PROCESS: ACCOUNTING

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

Please send us a **local invoice**, with the following information:

- Local Invoice Number;
- Who to make the cheque out to and address to send it to;
- The course name;
- The course dates;
- The course location;
- The type of expense (*i.e. wages, food, mileage, etc.*) and how much for each member. Include totals for each item;
- Total amount to be reimbursed to local.

Please ensure that your reimbursement package includes all of the following documents:

- The Local Invoice (*see details above*);
- All backup receipts (*wages and food*);
- A copy of the Local's bylaws or expense policy for mileage reimbursement;
- Please remember that the invoice must be signed;
- Please submit the full package (*in a single email to areaschools@unifor.org*).

Please submit your reimbursement package to areaschools@unifor.org

WHAT WE COVER:

1. One Day Courses

There is no cost sharing for one day area schools and online courses.

The National Union will cover the cost of the meeting room, materials and Discussion Leader for area schools and online courses.

Food/Lunch is reimbursed up to a max. of \$20 per member, per day with receipts for **AREA SCHOOLS ONLY** (to be ordered by the Local Union or used toward your own daily per diem).

2. Three Day and the Human Rights Five Day Courses

The National Union will cover the cost of the meeting room, materials and Discussion Leader.

Food/Lunch is reimbursed up to a max. of \$20 per member, per day with receipts (to be ordered by the Local Union or used toward your own daily per diem).

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-day or the Human Rights 5-day 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 (attach said by-law), the National Union will cover 50% of mileage cost up to 0.61 cents/km. If the Local does not pay mileage, no reimbursement will be paid.

Parking will be reimbursed at 50% up to the maximum of \$20 per day (with receipts).

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: Robin Fairchild-Clennell,
Education Director robin.fairchild@unifor.org**

3. Three Day - Online Education Courses

Three-day online education courses will follow the same guidelines as three and five day in-person Area Schools (no lunch provided).

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

$3 \times 8 \text{ hours} = 24 \text{ hours} @ 50\% = 12 \text{ hours National Union cost share per member.}$

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