



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.

All invoices must be received 6 months from the date of the course.

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;
- All receipts and backup documents.

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 education@unifor.org*).

Please submit your reimbursement package to education@unifor.org

WHAT WE COVER:

1. One-Day Courses

There is no cost sharing for wages 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 all **IN-PERSON AREA SCHOOLS ONLY** (to be ordered by the Local Union or used toward your own daily per diem).

2. Two-Day, 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.

2-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 by the Education Department Director, Robin Fairchild Clennell (robin.fairchild@unifor.org).

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.

3. Two-Day and Three-Day - Online Education Courses

Two-day and Three-day online education courses will follow the same guidelines as two, 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.

EXAMPLE: 3 x 8 hours = 24 hours @ 50% = 12 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.

For all advanced authorizations please contact: Robin Fairchild Clennell,
Education Director robin.fairchild@unifor.org

For additional questions, please contact: education@unifor.org