



Fall/Winter 2023
Guidelines for Local Union Reimbursement for
Area Schools & Online Education

The goal of Area Schools is to meet members in their home community, where they live and work. **Travel outside of a members' home community is not covered by the National Area School Program**, unless for special circumstances. In this case, a Local President can reach out to the department, in advance of registration for pre-approval. Please see details below.

REIMBURSEMENT PROCESS: ACCOUNTING

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 an invoice, with the following information:

- **Local Invoice Number (a unique number specific to the invoice);**
- **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, per diem for lunch, 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*);
- Wage backup receipts (*paystub for dates of the course or employer spreadsheet if on wage continuance*);
- A copy of the Local's bylaws or expense policy for mileage reimbursement;
- Please remember that the invoice must be signed;

Please submit your reimbursement package to education@unifor.org

WHAT WE COVER:

1. In-Person and Online One-Day Courses

There is no cost sharing for wages for one-day in-person and online courses.

The National Union will cover the cost of the meeting room, materials and Discussion Leader for in-person and online courses.

Per diem for lunch is reimbursed up to a max. of \$20 per member, per day for all **IN-PERSON COURSES ONLY**.

2. In-Person Two-Day and Three-Day Courses

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

Wages:

The National Union will cover 50% of the participants lost time for only the days in which the course runs (this equals 2 or 3 full shifts).

Example: 3 days x 8 hours = 24 hours. The National Union cost share 50%, per participant, of this total amount.

Per Diem for Lunch:

Per diem for lunch is reimbursed up to a max. of \$20 per member, per day with receipts. (Lunches can be ordered by the Local or members can use it toward their own lunch).

Example: \$20 x 3 days = \$60 per member for a 3-day course.

Mileage:

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:

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

3. Online Two-Day and Three-Day Courses

Two-day and three-day online courses will follow the same guidelines as two-day and three-day in-person courses but with **no per diem for lunch, mileage or parking provided.**

The National Union will cover 50% of the participants lost time for only the days in which the course runs (this equals 2 or 3 full shifts).

Example: 3 days x 8 hours = 24 hours. The National Union cost share 50%, per participant, of this total amount.

PRE-APPROVAL FOR TRAVEL AND ACCOMMODATION

In the unlikely event that a member will need to travel outside of their home community to attend a course, a Local President can contact us ahead of registering their member to discuss a 50/50 cost share of per diem, travel (air, rail, ferry, bus) and accommodation.

For all advanced pre-approvals contact: Robin Fairchild Clennell, Education Director at robin.fairchild@unifor.org.

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