



Guidelines for Local Union Reimbursement for Area Schools & Online Education

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 person, per day with receipts for **AREA SCHOOLS ONLY** (to be ordered by the Local Union or used toward your own daily per diem).

Three Day and The H.R. Five Day Courses – Area Schools

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 person, 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 H.R. 5 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 (attach said by-law), the National Union will cover 50% of mileage cost up to .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: Roland Kiehne, Education Director roland.kiehne@unifor.org

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 participants lost time for only the days in which the course runs, to a maximum of 8 hours per day.

3 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.

ACCOUNTING: Reimbursement Process

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
- Which course is being charged
- The course dates
- The course location
- The type of expense (i.e. wages, per diem/lunch, mileage) and how much for each

Please attach a reimbursement form for each member as back up to the invoice.

Please ensure that you have included:

- Local Union Invoice with Invoice number
- One reimbursement form per each participant who attended the course, as back up to the local union invoice
- Receipts with the reimbursement request
- A copy of the Local's bylaws or expense policy
- The invoice and the reimbursement forms must be signed by the Local President or Financial officer

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