



Local Union Expense Policy

Policy number:	Category:	Type:
C-006	National Policy	Local Union

Effective Date:	Replacing file:
November 15, 2014	NEW
August, 2015	Updated
July 1, 2022	Updated
November 7, 2023	Updated
February 1, 2024	Updated

LOCAL UNION EXPENSE POLICY

Unifor will reimburse for travel expenses while on National Union business, as listed below:

LOST TIME PAYMENTS

Members may only be reimbursed for pay actually lost (no overtime).

PER DIEM

1. **\$90.00 per day**, plus hotel (where an overnight stay is involved) and provided a receipt is supplied.
2. **\$45.00 per day**, on a return day from an overnight stay, provided distance is greater than 160 kilometers.
3. **\$45.00 per day**, same day return, provided the member travels at least 160 kilometers one way from the workplace.
4. **\$20.00 per day** for out-of-pocket expenses for eight (8) hour meetings where travel is less than 160 kilometers one way, or if meals are provided, i.e. Unifor Family Education Centre, Port Elgin, Ontario.

MILEAGE/GAS

Paid to driver only

* *Effective February 1, 2024:* \$0.70 per kilometer for the first 5,000 kilometers
 \$0.64 per kilometer for all kilometers over 5,000

HOTEL

Room and tax only (**receipts must be attached**). Distance must be greater than 160 kilometers one-way or you must receive **prior approval**.

AIRFARE

Reimbursement subject to **prior approval**.

OTHER EXPENSES

All other expenses must have **prior approval** from your National Representative (**receipts must be attached**).

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