



## 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
January 1, 2025	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 January 1, 2025:*

\$0.72 per kilometer for the first 5,000 kilometers
\$0.66 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**).

*LPkwcope343*