



# Local Union Expense Policy

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

<b>Effective Date:</b>	<b>Replacing file:</b>
November 15, 2014	NEW
August 1, 2015	Updated
July 1, 2022	Updated
November 7, 2023	Updated
February 1, 2024	Updated
January 1, 2025	Updated
January 1, 2026	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, 2026:** \$0.73 per kilometer for the first 5,000 kilometers  
\$0.67 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**).

*LP/kwcope343*