



STATEMENT OF EXPENSES
 255 John Savage Avenue, Dartmouth NS B3B 0J3

Reason Expense Incurred	Local #	From _____, 20____ To _____, 20____
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Name	Union Position	Mailing Address
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Date (s)	Particulars	KM(s) (*Total below)	Meal (am) \$15.00 (inc. gratuity)	Meal (lunch) \$20.00 (inc. gratuity)	Meal (pm) \$25.00 (inc. gratuity)	Childcare/ Eldercare (Receipted)	Misc. Exp (Receipted) Incidental	Hotel/ Overnight	Sub-Total
Sub-Total – Meals/Childcare/Miscellaneous Expenses/Hotel (Not including KMS)									\$
* Total Car Kms <input style="width:50px;" type="text"/>								@ 40¢ per km	\$
Total Claim (sub-total + kilometers)									\$

Approved for Payment: _____

Distribution: _____

Accts. Check: _____

Signature

I hereby certify that the above expenses are correct and just in all respects and were incurred solely on approved union business.

No expense claim will be processed without full information, required receipts and signature. Please allow 14 – 21 days for processing.

NSGEU Expense Policy – Section 18 – Policy 18.8

1. Within fourteen (14) days, all accounts for expenses incurred by members and staff must be submitted on forms provided by the Union, complete with all supporting vouchers, receipts, etc, as required in 4(a)(b)(c)(d).
2. All expense accounts of members must be approved by two signing officers of the Union. All expense accounts for staff must also be approved by the Executive Director or designated Director.
3. Any individual issued an accountable advance for travel purposes must submit an expense account covering such advance and a cheque for the unexpected balance, if any, within thirty (30) days of the date of issue of the advance, or show cause for the delay.
4. (a) All expense accounts must show chronologically, in detail, the actual expenditures incurred and must be reasonable in view of all the attending circumstances.
(b) Supporting vouchers, receipts, for hotel, train, bus and airfares must be attached.
(c) Mileage for privately owned cars shall only be allowed covering travel from the permanent residence to the meeting location and return.
(d) Claims for reasonable taxi fares must indicate origin and destination of travel and be supported by receipted vouchers.
5. (a) Claims for items such as telephone, faxes and email access shall be supported by particulars such as nature of expenditures, person and place called. Telephone calls, faxes and email access shall be subject to the approval of signing officers.
(b) Incidentals excluding Alcohol up to a maximum of **\$5.00** per day can be claimed for overnight travel.
6. Expenditures covering more than one person must show the names of persons covered.
7. **Accommodations** - All required overnight accommodations shall be determined according to Policy 18.9 – Accommodations.
8. **Meals** - Not including Local Meetings, when a member is traveling to/from an NSGEU function the **maximum** allowance for meals is: **Breakfast - \$15.00, Lunch - \$20.00, Dinner - \$25.00 All meal allowances MUST be claimed by members (gratuities are included and receipts are not required).** For each meal that is provided for members by NSGEU, the allowance is reduced by the individual meal amount. Any meals purchased by the member as an alternative to provided meals, will be the responsibility of the member.
Out of Province Meals – When a member is travelling to/from an NSGEU approved out of province function the **maximum** allowance for meals is: **Breakfast - \$15.00, Lunch - \$20.00, Dinner - \$40.00 (gratuities are included and receipts are not required).** For each meal that is provided for members by NSGEU or the host, the allowance is reduced by the individual meal amount. Any meals purchased by the member as an alternative to provided meals, will be the responsibility of the member.
9. **Mileage** - When a member takes on an approved/requested role by NSGEU representing the union/member, the mileage rate shall be at a rate of **0.40/kilometer**. All mileage for Local Meetings shall be determined in accordance with Policy 3.1 – Imprest Account System, Section 5(e).
Note: In cases where there is more than 1 member attending the meeting from the local, and it is possible, car pooling arrangements are expected to be made to assist NSGEU in reducing its' carbon footprint.
10. Stopovers, when travelling by plane, other than those necessitated by union business, shall be at the expense of the person travelling.
11. All hotel bills incurred during authorized NSGEU business shall be paid by head office and subsequently those, which are not a responsibility of Head Office or are not acceptable under the terms of this Travel Policy shall be invoiced to the respective member.
12. Any expenses or arrangements in excess of this policy must have prior Board of Directors approval.
13. Members who stay overnight with a friend or relative and do not require hotel may claim **\$60.00** per day in lieu of the hotel room charge.

Revised Dec 31, 18

NSGEU Child Care/Elder Care Expense Policy – Section 18 – Policy 18.10

The NSGEU will subsidize child care/elder care expenses under the following guidelines:

1. Any member who is on authorized NSGEU business shall be eligible for child care/elder care expenses.
2. Authorized NSGEU business will include union-sponsored conventions, conferences, education programs, seminars, committee meetings, board meetings, regional & occupational meetings, bargaining unit negotiating council meetings, and local meetings.
3. Claims will be allowed at a maximum rate of \$10.00 per hour.
4. Costs will not be reimbursed to any member for child care/elder care expenses that would have been incurred had that member been performing his/her normal work on that day.
5. Child care/elder care expenses will only be reimbursed when a signed receipt from the caregiver is submitted to the union along with a standard expense account form. The receipt must include dates and hours per date.
6. No reimbursement will be paid to any person residing at the same residence as the member.
7. NSGEU will not be responsible for any transportation costs for the caregiver.
8. This policy will also include expenses for older children residing in the home or immediate family members who may require care.

Where exceptional circumstances dictate, exceptions may be approved by the NSGEU Secretary/ Treasurer.

Revised Dec 31, 2018

NSGEU Accommodations Policy – Section 18 - Policy 18.9

To be eligible for all overnight accommodations, a member shall submit a request to an NSGEU staff prior to the date requested. An NSGEU staff will book all accommodations unless there is prior approval received from NSGEU after determining an alternate booking is required.

Members who live a distance farther than **100 kilometers** may request hotel accommodations for meetings or functions.

Members who live a distance farther than **50 kilometers** may request hotel accommodations for meetings or functions that:

- Begin before 8:30 am (night before accommodations) or
- Conclude after 6 pm (same night accommodations) *

***Note: NUPGE Atlantic Components Weeklong School – all registered members are entitled to request accommodations.**

****Note: Triennial Convention – all voting delegates entitled to accommodations. Provincial Committee members outside a 50 km radius entitled to accommodations.**

Should any issue arising from this limitation make it unduly hard or not be possible for a member to be present during the regular occurring business of a meeting, the member shall submit a full explanation of the issue in writing to and subject for approval by the Secretary Treasurer of NSGEU.

3. Members' Guest(s)

All members who wish to have a guest(s) accompany them are requested to notify the NSGEU staff at the time the member submits a request for an overnight accommodation(s). This is to ensure appropriate reservations can be made. This applies to all members.

Members whose accommodations are provided by the union and who are accompanied by a guest(s) shall be required to pay all expenses incurred by their guest(s), including the cost for a guest(s) attending meals on days when meals are provided by the union. All such amounts shall be deducted from the next expense account submitted.

4. Room Purification Fee

If NSGEU is advised by the hotel of any member (or member's guest) smoking in their respective non-smoking room, the member assigned to the hotel room will be personally responsible to pay any purification fee deemed by the Hotel's Policy prior to or upon check-out. NSGEU Administrative Staff booking these accommodations will be responsible to ensure that all members are notified of the hotel's policy in advance of the function they are attending.

Revised June, 2016