

NSGEU Policy Manual

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1. Travel

Mileage rates will be paid for delegates and provincial committee members from you're **your place of residence** to Halifax and return according to Google Maps.

The mileage rate shall be in accordance with Policy 18.8.

To assist NSGEU in reducing its' carbon footprint, it is hoped members will coordinate carpool travel. If you are carpooling, you will only be provided travel if you had to join another member.

An email providing your per diem cheque information will be sent a **month prior to the start of convention** and any questions or concerns can be directed to the Accounting Department 902-424-4063/1-877-556-7438 or accountsdept@nsgeu.ca. The information email will include amounts for mileage, meals, and incidentals and a total cheque will be provided to you at registration.

Child/Elder/Support Care expenses must be filed within thirty (30) days of convention.

2. Accommodations/Time Off

All required overnight accommodations shall be determined by the below table:

New Delegates	Wednesday-1:30pm		Thursday - Full day		Friday-3:00pm	
	Paid Leave	Hotel	Paid Leave	Hotel	Paid Leave	Hotel
less than 200 km	10:00am	Yes	8:00am	Yes	8:00am	No
more than 200km	8:00am	Yes	8:00am	Yes	8:00am	No

Board/Delegates/ Committee Observers	Wednesday-3:00pm		Thursday - Full day		Friday-3:00pm	
	Paid Leave	Hotel	Paid Leave	Hotel	Paid Leave	Hotel
less than 200 km	11:00 am	Yes	8:00am	Yes	8:00am	No
more than 200km	8:00am	Yes	8:00am	Yes	8:00am	No

Local members who are delegates to Convention, who live in the geographic area in which the convention is being held, will be provided with overnight accommodation as would the out-of-town delegates, if the member so desires.

Committee members who live a distance farther than 50 kilometers may request hotel accommodations.

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Time off for convention will include travel time and all scheduled shifts throughout convention including those shifts starting as late as midnight the last day of convention.

Social/Recreation, Resolutions and Constitution Committee members will be permitted rooms during convention. These committees are required to be available to work and convene throughout convention.

Members are encouraged to assist where possible, to minimize costs incurred by NSGEU related to time off requests. Should this time off allotment be inadequate, due to issues arising from work, the member shall submit a full explanation of the issue and the required time off work in writing to and subject for approval by the Convention Coordinator.

3. Meals

All required meals will be paid as a meal per diem according to Policy 18.8 for the meals/day:

New Delegates	Wednesday - 1:30pm			Thursday - Full day			Friday - 3:00pm		
	Breakfast	Lunch	Supper	Breakfast	Lunch	Supper	Breakfast	Lunch	Supper
less than 200 km	\$ -	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ -
more than 200km	\$ -	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Board/Delegates/ Committee Observers	Wednesday - 3:00pm			Thursday - Full day			Friday - 3:00pm		
	Breakfast	Lunch	Supper	Breakfast	Lunch	Supper	Breakfast	Lunch	Supper
less than 200 km	\$ -	Yes	Yes	Yes	Yes	Yes	Yes	Yes	\$ -
more than 200km	\$ -	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

NOTE: Guest and fraternal will not receive **reimbursement for expenses.**

4. Other Expenses

The Union will only pay for room, parking and tax for delegates and provincial committee members registered at the hotel. Any other charges to a room or hotel bill shall be paid by the delegate or provincial committee member when they check out.

Incidentals of **\$30.00 per day** will be paid for each overnight stay (unreceipted).

Room Purification Fee:

If NSGEU is advised by the hotel of any member or convention attendee smoking in their respective nonsmoking 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. The Convention Coordinator will be responsible to ensure that all members and convention attendees are notified of this policy in advance of convention.

The Finance Committee will review this policy each term prior to Convention and any recommendation for changes will be brought to the Board of Directors no later than the end of

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the prior year to Convention.

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