



Local Union Expense Policy

| Policy number: | Category: | Type: |
|----------------|--------------------------|-------------|
| C-006 | National Executive Board | Local Union |

| Effective Date: | Replacing file: |
|-------------------|-----------------|
| November 15, 2014 | NEW |
| August, 2015 | Updated |
| July 1, 2022 | 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 km.
3. **\$45.00 per day**, same day return, provided the member travels at least 160 km 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 km one way, or if meals are provided, i.e. Unifor Family Education Centre, Port Elgin, Ontario.

MILEAGE/GAS

Paid to driver only

* *Effective July 1, 2022:* 61¢ per km for the first 5,000 kms
55¢ per km for all kms over 5,000

HOTEL

Room and tax only (**receipts must be attached**). Distance must be greater than 160 km 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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