

## Appendix A - O.C.C. Expense Reimbursement

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Effective November 29, 2022, O.C.C. will reimburse for travel expenses while on O.C.C. 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 home.
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.

### Travel – Exceptions subject to prior approval

1. Mileage/Gas – **0.61¢ per km** to a maximum equivalent of economy airfare – **paid to the driver only**.
2. Airfare – Economy
3. Train - Economy
4. Bus

### Hotel

Room, parking and tax only (**receipts must be attached**)

Rooms must be booked through the Hotel Block of rooms – example: W.E. Travel; this is for O.C.C. Executive and Committee members.

### Other Expenses

All other expenses must have **prior approval** from the Treasurer of O.C.C. **and receipts must be attached** to the expense form.