



### Travel/Accommodation Guidelines

Review By-laws Section 12 – Out-of-Pocket Allowances for approved union business and/or educations for specific expensing information.

#### Accommodations:

Most accommodations will be prearranged by either the Secretary-Treasurer or the Education Coordinator at the most economical cost and at a unionized hotel whenever possible. Should a member decide to stay at a different accommodation other than the CUPE designated hotel/motel the member is solely responsible for the additional cost and hotel arrangement. A copy of the hotel room bill must be attached to the local expense voucher and forwarded to the Secretary-Treasurer before reimbursement can be processed. The local ***IS NOT*** responsible for any amenity charges such as mini bar, movies, room damages, phone calls, etc.

Should a member chose to travel on a daily basis, they shall be reimbursed either mileage or hotel cost whichever is less.

The following table will serve as a guideline when accommodation expenses would be appropriate to incur when attending a single day meeting/event.

When a meeting/event occurs over several day's members are not expected to travel daily unless they live within 50kms one way of the meeting location.

Considerations outside these guidelines for travel and/or hotel accommodations for inclement weather or for health reasons may be granted upon the approval of the President or designate.

<b>Travel (One way)</b>	<b>Meeting Start Time</b>	<b>Meeting End Time</b>	<b>Room</b>
100 kms	-	-	None
100 – 200 kms	10:00 am or later	4:00 pm or sooner	None
100 – 200 kms	9:00 am or earlier	-	Night before
100 – 200 kms	-	5:00 pm or later	Night after
200 kms – 400 kms	1:00 pm or later	-	None
200 kms – 400kms	-	4:00 pm or earlier	None
More than 400 kms	Night before and after		