

# Member Expense Claim



**The Alberta Union of Provincial Employees**  
 10451 - 170 Street, Edmonton, Alberta T5P 4S7  
 (780) 930-3300 or 1-800-232-7284

### AUPE office use only

Voucher # \_\_\_\_\_ Authorized: \_\_\_\_\_  
 Date Rec'd \_\_\_\_\_ Add Checked: \_\_\_\_\_  
 Date Entered \_\_\_\_\_ Approved: \_\_\_\_\_

### Member Information - Required

|   |  |                            |              |              |
|---|--|----------------------------|--------------|--------------|
| Member #<br>         <br>Local Chapter        |  | Member surname, first name | Phone - Cell | Phone - Home |
| Address - Mailing                             |  | City/Town                  | Postal Code  |              |
| Address - Home<br>(if different from mailing) |  | City/Town                  | Postal Code  |              |

### Activity Information - Required

|   |  |  |  |
|---|--|--|--|
| Activity associated with claim  |  | Location of activity   |  |
| Left home date and time:<br>[ ] at [ ] <input type="checkbox"/> am<br><input type="checkbox"/> pm | Activity ended date and time:<br>[ ] at [ ] <input type="checkbox"/> am<br><input type="checkbox"/> pm | Arrived home date and time:<br>[ ] at [ ] <input type="checkbox"/> am<br><input type="checkbox"/> pm |  |

### Expense

### Amount

### Code

|  |                                  |                |        |      |
|--|----------------------------------|----------------|--------|------|
| Air travel   |                                  | \$             | [ ]    | 7251 |
| Mileage<br><i>(Extra kilometres require explanation)</i>             | [ ] KM @ \$0.52                  | \$             | [ ]    | 7252 |
| Parking <i>(attach original receipt)</i>                             |                                  | \$             | [ ]    | 7250 |
| Taxi/Bus <i>(attach original receipt)</i>                            |                                  | \$             | [ ]    | 7258 |
| Accommodation<br><i>(\$50/day without receipt or attach receipt)</i> | [ ] days @ \$ [ ] per day        | \$             | [ ]    | 7253 |
| Meals  | Breakfast [ ] @ \$12.00 = \$ [ ] |                |        |      |
|  | Lunch [ ] @ \$14.00 = \$ [ ]     |                |        |      |
|  | Dinner [ ] @ \$25.00 = \$ [ ]    | \$             | [ ]    | 7254 |
| Overnight Expense  | [ ] overnight @ \$10/overnight   | \$             | [ ]    | 7255 |
| Child Care Claims (please use separate AUPE Child Care Receipt Form) |                                  | \$             | [ ]    |      |
| Other (attach receipts and provide explanation)                      |                                  | \$             | [ ]    | 7255 |
|  |                                  | Total          | \$ [ ] |      |
|  |                                  | Less Advance   | \$ [ ] |      |
|  |                                  | <b>Balance</b> | \$ [ ] |      |

I certify that this is a true detailed account of expenses incurred on Union business.  
**I understand that incomplete, incorrect, unsigned or unauthorized claim forms will result in a delay.**

Signature \_\_\_\_\_

Date \_\_\_\_\_



Please Print

Refer to your Local Agreement for Time-Off details

# Member Expense Claim



## Travel and Subsistence Regulations

When possible, members should:

- (a) Share one car when travelling long distances from the same place.
- (b) Share hotel rooms.

### Transportation:

Where a member is required to use their car for Union business, mileage allowance shall be 52 cents-per-kilometer. Google Map mileage will be used in all cases for mileage via the most direct route. Extra kilometers require explanation.

Where members travel by air, economy air fare will be paid, plus transportation to and from airports, plus parking if car is parked at the airport.

All claims for taxi fares, air fares and bus fares must be accompanied by a receipt.

Parking cost will be reimbursed upon production of receipt. Each member will be reimbursed for the least expensive mode of transportation, i.e., air fares vs. mileage. Reimbursement will not be made for parking expenses that would have been incurred had the member been performing their normal work day.

### Subsistence Rates:

1. Meals taken during travel will be reimbursed to a maximum rate per meal. All claims for meal expenses will be reimbursed at the established meal reimbursement rates. Receipts are not required to be submitted with meal claims, regardless of the actual meal costs.

**The time of departure or return must be reasonable based on the travel time.**

Breakfast - \$12.00 (if departure is earlier or time of return is later than 7:30 am)

Lunch - \$14.00 (if departure is earlier or time of return is later than 1:00 pm)

Dinner - \$25.00 (if departure is earlier or time of return is later than 6:30 pm)

2. Meal expenses are not to be claimed in those cases where the meal is already provided at Union expense except under special circumstances which must be fully explained, and approved by the Union Executive Secretary-Treasurer or his/her designate or the Component Treasurer as appropriate.
  - Breakfasts will not be paid where a hotel has been provided, which offers Complimentary Breakfasts to their Guests,
  - Meals will not be paid where meals are provided for conference, workshop or union meetings or are included in the registration fee.

### Provincial Executive Policy on Hotel Accommodation:

Members must reside 100 kilometers or more away from the event location in order to qualify for reimbursement of accommodation expenses. When a member is away from their regular domicile they are encouraged to stay in mid-range hotels.

Except as outlined below, no direct billing will be allowed. Members are expected to pay for their hotel accommodation and claim this expense on their expense claims, with receipt attached. \$50.00 per night can be claimed for accommodation without a receipt.

Direct billing will only occur when Headquarters makes special arrangements with the hotel prior to the event. i.e. Education sponsored conferences and seminars, etc.

### General:

Any individual requiring financial assistance for the purpose of Union business may obtain an advance by contacting Headquarters. Please give two weeks' notice on advances.

Any enquiries or disputes as to expense claims can be directed to the Finance Section of the Union: 1-800-232-7284

## PLEASE NOTE:

**Claim forms that are incomplete, incorrect, unsigned or unauthorized will be returned for completion. Properly completed claim forms, accepted by Finance, will be processed for payment within**

**7-10 business days. In order to save time and money, attaching a void cheque will enable us to deposit funds directly into your account. Please advise if your banking information changes.**