

# Member Expense Claim



The Alberta Union of Provincial Employees  
 10025 - 182 ST NW, Edmonton, AB T5S 0P7  
 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 #		Member surname, first name	Phone - Cell	Phone - Home
Local	Chapter	Address - Mailing	City/Town	Postal Code
		Address - Home (if different from mailing)	City/Town	Postal Code

### Activity Information - Required

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

### Expense

### Amount

### Code

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

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 (Policy 5-18):

Members must reside 150 kilometers or more away from the event location in order to qualify for reimbursement of accommodation expenses. Members are required to stay in AUPE approved hotels in a standard or equivalent room or a non-AUPE approved hotel if the rate is below the rate listed for the event or \$150 plus applicable taxes, whichever is cheaper. "AUPE approved hotels" can be accessed through the "Members Discount" on the AUPE web portal or are provided as part of the registration process prior to an event such as AUPE Labour School, AUPE Convention or AUPE educational sessions.

Members may only be provided one day of lodging for one-day conferences, educationals and events. Members may receive two days if living outside the 150 kilometers distance.

If conferences or events are more than one day, members may be paid lodging and time off as dictated by the length of the event.

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.**