



Policy: Member Reimbursement for Expenses

Section: Finance

Date Reviewed: September 18, 2015

Date Revised: December 2, 2015

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Policy Statements:

1. Eligibility and Approvals

- 1.1 HSA reimburses members for approved expenses incurred in the course of attending:
- an HSA workshop or conference as an approved participant;
 - labour workshops or conferences relating to the objectives and purposes set out in the HSA Constitution as an approved participant;
 - Regional Meetings that the member is attending as a designated delegate;
 - Approved Committee meetings that the member is attending as a designated HSA representative;
 - HSA Convention where the member is attending as a designated delegate;
 - Approved member assignments;
 - Regional Directors' core activities as a Board member;
 - Labour Council meeting as a designated delegate;
 - Approved political action training;
 - Approved grassroots political action;
 - Other events and activities as approved by the Board on a case-by-case basis.
- 1.2 Board of Directors' core activities are:
- Board of Directors' meetings;
 - committee meetings as a committee member;
 - BCFL Convention;
 - bargaining proposal conferences;
 - HSA Conventions;
 - Regional meetings.
- 1.3 The expenses associated with core Regional Directors' activities are considered pre-approved with the election as a Regional Director.

- 1.4 The Accounting Department reviews expense claims for the committee members and brings any discrepancies to the attention of the Finance Committee.
- 1.5 The HSA staff responsible for the function or budgetary allocation is responsible for notifying the Accounting Department of the event and for approval of expenses for members on HSA business. The Accounting Department reviews the expense claims for the member and brings any discrepancies to the attention of the Finance Committee.
- 1.6 Expenses outside the policy guidelines are referred to the Finance Committee.
- 1.7 Members must notify the HSA office within a minimum of 3 business days in advance of the meeting start date of cancellations or late changes to avoid no-shows. Members are responsible for any costs HSA is not able to recover.
- 1.8 When emergency circumstances prevent a member from providing advance notice, the member shall submit a written explanation to the HSA office for consideration.

2. Reimbursement for Travel Expenses

- 2.1 Members travelling on approved HSA business are reimbursed for receipted travel expenses.
- 2.2 Unless otherwise approved, HSA pays for member's travel (mileage or alternate fare, meal costs, accommodation and wage replacement) in the way that is most reasonable and least expensive overall.
- 2.3 When a member uses his/her personal vehicle for travel, reimbursement will be at the rate equivalent to maximum Canada Customs and Revenue Agency (CCRA) non-taxable allowance effective January 1, 2016.
- 2.4 Members travelling by ferry on approved HSA business are reimbursed for the receipted cost of ferry reservations.
- 2.5 Baggage fees: When an airline is charging for all checked baggage, HSA will reimburse the receipted cost of one bag per direction of travel.

3. Reimbursement for Accommodation Expenses

- 3.1 Members have the option to stay the night before an event if they must commence travel before 6:00 am in order to get to the location of the HSA-sponsored event.

- 3.2 For Convention and the bargaining proposals conference, any delegate has the option to stay overnight for the intervening night(s).
- 3.3 When a member is unable to arrive home by 9:00 pm, the member is entitled to overnight accommodation after the event.
- 3.4 The Finance Committee or the HSA staff person responsible for the event may consider requests for overnight accommodation for any participant.
- 3.5 HSA arranges twin accommodation (double occupancy) for members attending approved scheduled events.
- 3.6 A member may request single accommodation for medical or other extraordinary reasons as long as such requests are directed to the Finance Committee or designate in advance of the event. Medical notes shall be required annually.
- 3.7 When a member wants single accommodation and the single accommodation is **not approved**, the dollar difference between the single rate and half the double occupancy rate is billed to the member.
- 3.8 HSA will pay for accommodation at the contracted hotel only.
- 3.9 HSA reimburses family/friends providing accommodation to out-of-town members at a rate of \$ 30.00 per night.

4. Inclement Weather

- 4.1 Where inclement weather interrupts travel when on HSA business, members will be covered for reasonable expenses incurred. While considering a "safety first" approach, members are expected to act in a reasonable fashion and these unforeseen expenses are subject to approval by the Finance Committee.

5. Reimbursement for Meals

- 5.1 Members involved in HSA business which bridges meal times or who are on travel status claim meal expense reimbursement at the following rates:

- breakfast \$15.00
- lunch \$20.00
- dinner \$30.00

No receipts are necessary.

- 5.2 When travelling,
- Breakfast may not be claimed if travel status begins after 7:30 am or terminates before 7:30 am,

- Lunch may not be claimed if travel status begins after 11:30 am or terminates before 1:00 pm,
- Dinner may not be claimed if travel status begins after 6:00 pm or terminates before 6:00 pm.

5.3 Meal expenses are not reimbursed where meals are provided by other sources.

5.4 On Board meeting days, in town Regional Directors may claim dinner reimbursement if engaged in HSA business.

6. Telecommunications

6.1 When HSA members are away from their homes on HSA business, they are reimbursed for the receipted cost of telecommunication expenses (including telephone and internet access) to a maximum of \$10.00 per day within British Columbia or \$15.00 per day while attending a union function outside of British Columbia.

7. Other Expenses

7.1 HSA does not reimburse members for car rental unless prior approval is given by the Finance Committee.

7.2 HSA does not reimburse members for traffic or parking violations incurred while on HSA business.

8. Advances

8.1 HSA advances funds to members to cover up to 75% of expected expenses for approved attendance at scheduled events.

9. Timeline for Expense Submissions

9.1 All expense claims must be received within 90 days of an event or will not be reimbursed.

9.2 If unforeseen circumstances arise, an application, without prejudice, can be made to the Finance Committee for consideration.