



Guidelines for Local Union Reimbursement for Area Courses

One Day Courses

There is no cost sharing for one day courses.

The National Union will cover the cost of the meeting room, materials, discussion leader and Lunch up to \$15 per person.

Three Day Courses

The National Union will cover the cost of the meeting room, materials, discussion leader and lunch up to \$15 per person per day.

The National Union will cover 50% of the participants lost time for only the days in which the course runs, to a maximum of 8 hours per day.

3 days x 8 hours = 24 hours @ 50% = 12 hours National Union cost share per participant

Cost sharing for lost wages in excess of 8 hours per day MUST be authorized in advance of the course.

If the Local Union by-laws permit payment of mileage, the National Union will cover 50% of mileage cost up to .48 cents/km. If the Local does not pay mileage, no reimbursement will be paid.

The National Union does not cover per diems as lunches are provided.

Parking will reimbursed at 50% up to a maximum of \$20 per day.

If the distance to the course location exceeds 150 km one way, the National Union will cover 50% of the cost of accommodations, based on double occupancy. This MUST be authorized in advance of the course.

In the unlikely event that participants must travel greater than 400 km to the training venue, the National Union will cover 50% of the cost of air or rail travel. This MUST be authorized in advance of the course.

Requests for authorization of expenses (i.e. lost time in excess of 8 hours per day, accommodation) must be submitted in writing in advance of the course to:

Roland Kiehne, Director

Email : roland.kiehne@unifor.org

Reimbursement Process

The Locals pay for their members up front and are reimbursed afterwards.

You must use the Local Union Expense Reimbursement Form to request reimbursement.

Please ensure:

- **One form must be submitted for each participant who attended the course.**
- **Receipts must be submitted with the reimbursement request.**
- **A copy of the Local's bylaws or expense policy must accompany the request for reimbursement.**

The Local Union Expense Reimbursement form must be authorized by the Local President or Financial Officer.