

## Guidelines for NSTU Cumberland Local Expenditures

### I) DOCUMENTATION

- i. Purchases will be preapproved and documented in meeting minutes.
- ii. All expense claims must be submitted using the current Travel/Expense form.
- iii. All expenses must be substantiated by itemized receipts.

### II) MEETING EXPENSES

- i. Local members are eligible to claim hotel, meals, travel and other appropriate expenses while attending or while en route to or from NSTU or Local approved meetings and conferences, according to rates established from time to time by the Provincial Executive.
- ii. If leaving from work to attend a meeting, metrage claimed will be calculated using the difference in distance that the member would normally have driven home. If leaving from home, the distance driven to the meeting will be used to calculate metrage.

### III) ACCOMMODATIONS

- i. Accommodation for the previous night may not be claimed for meetings that begin at 2:00 p.m. or later;
- ii. Accommodation for the night of the meeting may not be claimed for meetings that conclude at 1:00 p.m. or earlier.
- iii. NSTU members may claim hotel accommodations en route to an approved NSTU meeting, conference or event providing that the distance from the member's home to the event venue is in excess of 450 km. Reimbursement shall be the cost of the en route accommodation or the amount negotiated at the NSTU contract hotel, whichever is the lesser.

### IV) MEAL CLAIMS

- i. When attendance at a meeting or travel to and from a meeting occurs during the normal meal hours, members may claim for the respective meals. In cases where a meal is provided by the Union, the meal claim is invalid.
- ii. Per diem rates for meals will be Breakfast \$11, Lunch \$13, Dinner \$30.

### V) INCIDENTAL CHARGES

- i. When staying overnight on approved NSTU/Local business, an amount of \$8.00 per overnight is claimable.

### VI) FAMILY CARE

- i. The Local will cover the necessary family care expenses for members if they are participants at authorized Local business.
- ii. All claims must be accompanied by a properly completed expense form and will be paid on the basis of amounts approved from time to time by the Provincial Executive.
- iii. The rate for family care shall be set at the minimum hourly wage rate set by the Province of Nova Scotia up to a maximum of eight (8) hours/day for children under the age of 14 years, or ten (10) hours/day maximum if overnight is required if the child is 18 years of age or younger. These rates will apply to special needs dependents and elder care with the approval of the Local executive. Childcare for business under 40km away from the member's home is a taxable benefit.
- iv. Before claims are paid, receipts must be provided from the person/agency providing such childcare.
- v. The Local will reimburse receipted pet care expenses to a maximum of \$20.00 including taxes per day. Pet care is a taxable benefit.

### VII) TRAVEL/METRAGE

- i. Travel will be calculated using a rate of 44¢/km.
- ii. The cost of taxi travel to and from the hotel to the Union building or the meeting location will only be reimbursed with receipt and approval.

### VIII) PARKING GUIDELINES

- i. If not staying at any hotel, parking fees up to a maximum of \$25.00 per day with official receipts will be accepted.