

CHQ #: _____ DATE: _____



GSU EXPENSE POLICY

Please read this carefully and let us know if you have any questions. Be sure to attach receipts when required to ensure your claim can be processed.

THE UNION shall reimburse elected officers and members for out-of-pocket expenses incurred on union authorized business and/or activities. Reimbursement shall be made in accordance with the following schedule:

HOTEL ACCOMMODATION

The actual cost of a single occupancy or one-half the actual cost of the accommodation shared with another officer or member (receipts required).

MEALS

Per diems - \$60 per day in-province; \$70 per day out-of-province (no receipts required).

TRAVEL

AIRFARE – the actual cost of a single, regular adult fare. Where it is possible and so desired, a member/officer will be entitled to claim the full cost of the fare for two people under any excursions or discount rates offered providing the cost does not exceed a single regular adult fare (receipts required).

BUS/RAIL – the actual cost of a single, regular adult fare (receipts required).

AUTOMOBILES – Mileage rate for GSU members to attend meetings, conventions, and other travel as required by GSU be set to match the annual rate paid to GSU staff. Rate for 2022 is 57¢ per kilometre.

WAGE LOSS

When an officer/member incurs a loss for the purpose of participating in union authorized business/activities during her/his regular working hours, the union shall reimburse such loss (documentation required).

MISCELLANEOUS

Cab fare, parking, child care – the actual cost.

AUTHORIZATION

The aforementioned policy and authorization shall be administered by the General Secretary where required.