



MWI IUHSSC APTS Member Expense Reimbursement Policy

The purpose of this policy is to establish guidelines for the reimbursement of expenses incurred by members during **local** union activities. It was presented and adopted at a meeting of the MWI IUHSSC local APTS executive and will come into effect upon adoption at the Annual General Assembly following that meeting. It will remain in force until revised by the same authority.

Reimbursement terms

Travelling

- Automobile: When the use of a car is required by a member in order to carry out union activities (meetings, purchases or transportation of materials, etc.), the reimbursable amount is \$0.665* per kilometre (as of 2023-04-01).
- Carpooling: This form of transportation is encouraged, and the local executive pays a supplement of \$0.10* per kilometre (as of 2023-04-01) per person carpooled to the person offering the transportation. In such cases, the latter must indicate the names of the carpoolers when claiming expenses.
- Public transit: Reimbursement of actual costs is granted upon presentation of supporting documents, whenever possible, up to the cost of a monthly transit pass at the time of application.
- Active transportation: An allowance of \$0.30 per kilometre (as of 2023-04-01) is granted to people who use active transportation to get around (bicycle or other). Self-service bicycle transportation (Bixi or other) is reimbursed on a per-use basis up to the amount of the annual subscription, upon presentation of supporting documentation.
- Cabs: Reimbursement of the actual cost may be granted upon authorization by the treasurer and on presentation of supporting documents.

Parking

When a member has a parking permit, it must be used. Otherwise, the member must pay for parking, which will be reimbursed in full upon presentation of supporting documents. The same procedure applies to off-site activities.

Meals

Meals are reimbursed as follows:

- At union meetings when not provided or with the approval of the local executive treasurer.

Meal reimbursement is reimbursed upon presentation of receipts, up to the following amounts (as of 2023-04-01):

- Breakfast: \$16.86*
- Lunch: \$28.11*
- Dinner: \$39.34*

Lodging

Double-occupancy hotel rooms are preferred for national activities not covered by National APTS. In case of exception for single occupancy, please discuss with the treasurer.

National APTS favors double-occupancy accommodation by grouping people from the same accreditation unit together for all activities, except in the case of individual requests.

Accommodation expenses are reimbursed at the rate negotiated by the National APTS. If there is no negotiated rate, or if the person chooses to stay in a hotel other than the one suggested by the National APTS, reimbursement will be made upon presentation of supporting documents, up to a maximum amount of \$180 per person, plus taxes. For lodging with a relative/friend, reimbursement of \$60 per night, without presentation of supporting documents (as of 2023-04-01).

Other purchases

When a member is required to make purchases for a union activity and must pay out-of-pocket, reimbursement of the actual cost will be made on presentation of receipts. In addition, all purchases must be approved in advance by the other members of the local executive.

Expense account

For economic reasons (bank charges), it is strongly recommended that each member produce an account combining several expenses on the reimbursement form for local union activities. Reimbursement will be made once a month or every two months.

Unjustified expenses in accordance with this policy

Any expense not authorized by members of the local executive and not meeting the criteria of the present policy will not be reimbursed.

***The terms and amounts of this policy will be based on the National APTS costs in effect at the time of the claim.**

MWI IUHSSC APTS Member Expense Reimbursement Policy

Adopted by the Executive on May 12, 2022 and adopted at the AGA on June 1, 2022. Revised and adopted by Executive on May 16, 2023