



## *New Brunswick Union of Public and Private Employees*

### **TRAVEL REGULATION POLICY**

These travel regulations apply to members designated to attend the following approved union activities:

- Biennial Convention and Component Annual Meetings
- Activists and other Union designated training sessions
- Board, Unit Executive and Committee meetings
- Negotiations
- Meetings related to grievance issues when requiring members' involvement outside their regular workplace and/or outside their regular working hours.
- Labour/Management meetings
- Other meetings approved by the NBUPPE Executive Committee

Members requesting variation of these regulations must submit their request to the Executive Committee.

#### 1. **MEALS**

1.1 The maximum rates allowable for meals inclusive of taxes and gratuities shall be as follows:

- (a) Forty-four dollars (\$44.00) a day for travel in New Brunswick.
- (b) Fifty-seven (\$57.00) a day for travel outside New Brunswick.
- (c) The maximum rates for meals – including taxes and gratuities – while traveling for a period of less than one day shall be listed hereunder:

<u>Inside New Brunswick</u>	
Breakfast	\$10.00
Lunch	\$14.00
Dinner	<u>\$20.00</u>
	<u>\$44.00</u>

<u>Outside New Brunswick</u>	
Breakfast	\$14.00
Lunch	\$15.00
Dinner	<u>\$28.00</u>
	<u>\$57.00</u>

- 1.2 A member must be in travel status outside his place of residence before 8:00 am, between 12:15 and 1:15 pm, and after 6:00 pm to be eligible for reimbursement at the rates established for Breakfast, Lunch and Dinner, respectively.
- 1.3 When members have chosen to accept a meal provided, they shall not submit a claim.

2. ACCOMMODATIONS/UNION-PAID LEAVE

- 2.1 All in-province accommodations at approved hotels will be direct-billed when possible.
- 2.2 A member who makes private arrangements for overnight accommodations shall be reimbursed at a rate of \$30.00 per night.
- 2.3 Expenditures charged to the room must be paid for by the member with the exception of hotel parking fees.
- 2.4 a) Accommodations will be provided for members on authorized Union business but will not be provided to members who live within 45km of the place of meeting except in cases of bad weather conditions or late negotiations.

b)

Meeting Start Times	Accommodations	Union-Paid Leave		Union-Paid Leave
		Day Prior (2hrs)		Day of
<b>8am - 9:59am</b>				
less than 45km	No		No	Yes
= or more than 45km	Yes	less than 250km	No	Yes
		= or more than 250km	Yes	Yes
<b>10am - 11:59am</b>				
less than 250km	No		No	Yes
= or more than 250km	Yes		Yes	Yes
<b>12 noon or later</b>	No		No	Yes

- 2.5 If a member cannot arrive home by 9:30 p.m., including one hour for dinner, that member will be entitled to overnight lodging and 2 hrs leave the following day.
- 2.6 Where two members who cohabit are both on union business in the same area, only one accommodation will be provided.

### 3. TRANSPORTATION

- 3.1 Taxis or rent-a-cars may be used on union business. Such expense claims must be accompanied by receipts.
- 3.2 Travel advances may be issued to members who are authorized to travel and make application to have an advance issued. Any member receiving a travel advance shall reconcile such advance not later than 15 days following completion of the trip.
- 3.3 The mileage allowance paid to members for the use of a privately owned vehicle on union business shall be forty-five cents per kilometer (\$0.45/km)
- 3.4 The minimum travel allowance for members on union business shall be 25 km.
- 3.5 Charges for bridge, ferry, highway tolls and parking while traveling on union business shall be reimbursed. All such claims must be accompanied by receipts.

### 4. CLAIMS

- 4.1 Claims for expenses must be submitted on forms provided by the union and be signed by the members.
- 4.2 All expense claims are subject to the approval of a signing officer of the union.
- 4.3 Expense cheques will be issued within ten (10) working days - whenever possible after receipt of claims. Expense cheques may not be issued the same day as the meeting.
- 4.4 A member away from home shall be reimbursed for expenses incurred for telephone calls for union business. A member away from home on union business shall be reimbursed for reasonable personal telephone calls up to a maximum of \$5.00 per night.

- 4.5 Members **required** to be away from home for three or more consecutive full working days shall receive \$15.00 per day for incidental expenses (excluding Biennial Convention).
- 4.6 Delegates to the Biennial Convention will receive \$15.00 for incidental expenses for the weekend.