

SUN Expense Claim Form Guidelines for Local and SDC Reimbursement



The following descriptions are guidelines only. Each SUN Local is responsible for determining their funding parameters and communicating the funding restrictions to their members. Funding parameters set by the Locals/SDCs must be supported by Local/SDC bylaws and/or policy.

Based on SUN Provincial policies and budgetary processes, the following parameters are associated with funding from SUN Provincial. It is suggested that SUN Locals follow the same guidelines and budget accordingly.

Suggested Local and SDC funding may include:

Salary

- For scheduled shifts (paid Union Leaves): The Employer pays you directly and SUN reimburses your Employer for one shift per day of the event you are attending.
- If attending on a day off, SUN pays you directly for up to 8 hours per day of attendance (a TD1 on file at SUN is required).

Travel

- Kilometrage will be paid for travel in excess of 50 kms one-way at a rate determined annually in the budget.
- The per kilometer allowance is to be determined by the Local or SDC Executive and budgeted for accordingly. **NOTE:** The maximum non-taxable travel allowance permitted by the Canadian Revenue Agency (CRA) is \$0.48/kilometer.
- Any “travel in lieu of hotel” arrangements must be confirmed with the Local President/SDC Chair in advance and such reimbursement will be limited to the cost of the hotel.

Accommodations

- Unless determined otherwise, members are responsible to book and pay for their own accommodations; please submit your receipt with your expense claim form for reimbursement.
- Accommodations will be reimbursed based on shared accommodations. Room share partners must be identified on your expense claim form. If you do not wish to share a standard room with another SUN member, the Local/SDC will reimburse you for half of the room cost.

Meals

- Meal per diems will be issued for each day of the event. Reimbursement will not be provided for meals included with the event.
- The value of each meal per diem is to be determined by the Local or SDC Executive and budgeted for accordingly.
- If staying in a hotel, any in-room dining charges must be reconciled upon check out.

Other Expenses

- The Local/SDC will cover the cost of parking expenses; receipts must be attached to your expense claim to be reimbursed.