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Healthy Members, Healthy Union, Healthy Communities

Memorandum

**TO: Local Presidents
Local Treasurers
SDC Chairpersons
SDC Treasurers**

FROM: Denise Dick, First Vice-President

DATE: May 25, 2015

SUBJECT: NEW EXPENSE CLAIM FORMS AT SUN PROVINCIAL

SUN Provincial is currently revising our Expense Claim forms to create a more user friendly version developed specifically for designated events and the associated funding. The first form was launched at the Annual Meeting at the end of April; the new forms will replace the multi-use generic form by the fall of 2015. Come December 31, 2015, the old forms will no longer be available for use.

These new forms are intended for use by SUN Provincial only and will not be made available to Locals and/or SDCs for their use.

SUN Provincial would like to take this opportunity to remind Locals and SDCs of a few key practices and processes as per Membership Policy 046-M-2007.

- Any expenditure, whether they be for member funding or operational expenses, must be supported by Local/SDC bylaws and/or policies.
- SUN Expense claim forms are for the use of SUN Provincial for expense reimbursement and are not for Local or SDCs use.
 - An Expense Claim form and funding guidelines for Local and SDC use have been developed (see attached) and placed on SUN's website .Please bookmark the following URL for your convenience.
 - <http://sun-nurses.sk.ca/sun-leadership/treasurer-information>

- All Local and SDC payroll and honorariums are required to utilize the SUN Request for Member Payment form or a version developed by the Local or SDC for this purpose.
 - A template has been attached for your reference and can be found on SUN's website. Please bookmark the following URL for your convenience.
 - **<http://sun-nurses.sk.ca/sun-leadership/treasurer-information>**
- All requests for member payment must come with the appropriate Request for Payment form and requires two (2) signatures of approval before the request will be processed.
 - NOTE: A TD1 (federal and provincial) must be on file for a payment to member(s) to take place.
 - It is suggested that you check with the Accounting Department at SUN Provincial as to whether or not your member requesting payment requires a TD1 form.
 - Current copies of the federal and Saskatchewan TD1 forms can be downloaded at **<http://www.cra-arc.gc.ca/formspubs/frms/td1-eng.html>**
- Once processed, the accounting department will send an invoice to the Local or SDC for the amount due inclusive of the **\$8.60 processing fee**.
- Once the invoice has been paid cheques will be issued to the member(s).
- Remember that all requests must be made prior to Nov 15th to ensure payment before Dec 31st. This deadline is strictly enforced.
- Forms may be faxed, scanned and emailed, or mailed into the SUN Accounting Department. If you are using standard post, remember to keep a copy of your request and make note of the date mailed.

If you have questions regarding the information provided above, please contact Denise Dick, SUN First Vice-President, or Lorna Bingaman, SUN Accountant, in our Regina Office at 800.667.7060.