

PLEASE READ CAREFULLY

1. In the description column, provide the necessary detail. (Claims can be processed much more quickly when detail is clear and adequate).

e.g. Car _____ km at 38¢/37¢ See 6(d) below.
from _____ to _____
Air from _____ to _____
Hotel _____ nights at _____
Breakfast _____
Lunch _____
Dinner _____

The column called Other requires a description and relates to expenses not falling under Travel, Accommodation, Meals. (Parking, taxis, subway are all part of Travel).

2. The maximum rates for meals are: Breakfast \$15.00; Lunch \$20.00; Dinner \$30.00 (including tax and gratuities). Where applicable, unclaimed monies of one meal may be transferred to another meal, in a given day/period provided proper receipts over \$5.00 are submitted. Please specifically note transfer.
3. No payment for expenses of \$5.00 or more may be made unless supported by a receipt.
4. Handbook references are found in Procedure VII - Audited Membership and Payment of Expenses.
Payment of Expenses:
- (1) Payment of expenses is contingent upon full attendance at the authorized meeting, the submission of official receipts and the ratification of the expense incurred by the proper authority.
 - (2) Expense statements **shall be submitted within three months** after the event or no reimbursement will be made.
 - (3) The proper authority may authorize expenses not specifically mentioned in this procedure after explanation and documentation have been provided for consideration.
 - (4) Members should not be out of pocket for **necessary expenditures** incurred while conducting Association business at the provincial level **nor shall the Association be liable for undue charges.**
 - (5) Members, when so authorized, shall receive payment for actual expenses incurred for transportation, hotel and other related expenses and shall receive the set meal per diem rate.
 - (6) Expenses for return transportation from place of employment shall be paid for:
 - (a) travel by train, including sleeping accommodation if warranted;
 - (b) travel by bus;
 - (c) travel by air at economy rate;
 - (d) travel by car at the rate of 38 cents per kilometre in those areas of Ontario organized into districts and 37 cents per kilometre in counties, provided that two or more authorized representatives travel in the car, that the mileage is as stated on MOT roadmaps, with a leeway of 24 kilometres each way and that the distance charge does not exceed the economy air fare(s) of the authorized representatives, the requirement of a minimum of two authorized representatives traveling in a car may be waived by the proper authority;
 - (e) transportation to and from rail, bus or air terminal; members are urged to use the most economical means of transportation;
 - (f) parking;
 - (g) meals in transit up to a maximum allowable cost;
 - (h) gratuities up to maximum allowable cost.
 - (7) Expenses for hotel accommodation and meals shall be paid for:
The proper authority may waive the requirement of payment of hotel rate based on double occupancy.
 - (a) hotel room at double occupancy rate;
 - (b) meals up to a maximum allowable cost;
 - (c) gratuities up to a maximum allowable cost;
 - (d) or a resident or non-resident per diem allowance will be given in lieu of (a), (b) and (c).
 - (8) Expenses shall be paid for:
 - (a) deductions from salary or cost of substitute teacher;
 - (b) other related expenses.
 - (9) Expenses for attendance at the AGM, Council of Presidents, and Collective Bargaining Regional Seminars shall be paid in accordance with the foregoing with further proviso(s) noted. (See the Handbook for details).
5. Dependent care [see Procedure VII.4(c)] \$20/day and \$20/night maximum for one dependant, two or more dependants \$40/day and \$40/night maximum.