UHEW Travel Policy

April 2025

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SECTION 1 – INTRODUCTION

1.1 Policy statement

It is the policy of the UHEW to ensure consistent and fair treatment of all individuals who are required to travel on authorized UHEW business.

The provisions contained in this policy are mandatory. These provisions provide for the reimbursement of reasonable expenses incurred while travelling on UHEW business.

Unionized facilities, suppliers and services **must be** used whenever available and possible.

All travel, including exceptions, requires pre-authorization. The entitlements of the traveller will be determined in accordance with the provisions of this policy. The responsibility for the UHEW Travel Policy belongs with the UHEW National Office and the UHEW Standing Finance Committee.

This policy is subject to a review following the UHEW National Convention or as determined by the UHEW National Council.

1.2 Application

1.2.1 This policy applies to all individuals who are required to travel on authorized UHEW business unless specifically stated otherwise within the policy.

1.2.2 Enquiries concerning the application and interpretation of this travel policy to a particular travel situation can be directed to the UHEW Finance Officers at finance@uhew-stse.ca.

1.3 Definitions

Approval - means the person authorizing the travel expense claim.

Business travel – means all travel authorized by the UHEW, and is used in reference to the circumstances under which the expenses prescribed in this policy may be paid or reimbursed from UHEW funds.

Commercial accommodation – means hotel or motel type of accommodation or a similar commercial establishment that provides lodging at an established rate.

Continuous travel – Period of uninterrupted travel between the traveller's initial point of departure and the final destination.

Dependent child - means an employee's or spouse's biological, legally adopted, under Aboriginal customs or stepchild who is unmarried, unemployed, dependent and under the age of 18 if not in full time attendance at an educational institution, otherwise under the age of 25 or no age limit if the dependent child has a permanent disability.

Economy – means the standard class of air travel, including special discount fares. It excludes first class and business/executive class or equivalents.

Exceptions - means unusual circumstances or special needs that have not been covered in this policy. The UHEW National President is the authority to approve exceptions and make individual decisions that are not covered in this policy.

Headquarters area– means an area surrounding the workplace having a radius of 16 kilometres, centered on the workplace.

Incidental expenses– includes such items as gratuities (excluding those for use of taxi services), internet, laundry, dry cleaning, bottled water, phone calls home, grass cutting, snow removal, home security check, plant watering, mail services, pet care, telecommunications hook-ups and service, shipping of some personal effects, and other personal supplies and services, the costs of which can be attributed to a period in travel status, but for which no other reimbursement or allowance is provided under this policy.

Kilometric allowance - means the rate as indicated in Appendix A based on province of registration, payable for all authorized travel by motor vehicle.

Maximum Allowed for Driving means the amount paid to a traveller when they choose to travel by privately owned motor vehicle for distances over 300 kms one way, when commercial air or rail transportation is available. The amount paid will be the kilometric distance at the applicable rate specified in Appendix A, <u>up to the maximum of $700 (round trip).</u>

Meal allowance - means the rates for breakfast, lunch, or dinner as indicated on Appendix A.

Non-commercial accommodation and private non-commercial accommodation – means a private dwelling owned or rented by an acquaintance or relative with whom the traveller does not normally reside, campsites, or other accommodation where incidental expenses are minimal.

POMV - means Privately Owned Motor Vehicle.

UHEW – means the Union of Health and Environment Workers.

Receipt – means an original document or carbon copy or certified true copy showing the amount of expenditure, itemized where possible, the date and indicating proof of payment.

Reasonable expenses – means the specific, itemized expenses incurred, based on receipts, excluding alcoholic beverages, up to the amount determined by the UHEW to be justifiable under the circumstances.

Spouse means a person to whom an employee or member is legally married, or a person with whom an employee or member is cohabiting and who has been identified to the UHEW as the employee's spouse regardless of sex.

Travel Loyalty Program - Frequent Flyer points - means benefits offered by the travel industry for business or personal use.

Traveller – is used in this policy to designate both UHEW employees and members who travel on authorized UHEW business.

Travel status – means absence from the traveller's headquarters area on UHEW business travel.

Direct Travel Service - is currently the unionized travel agent company that is utilized by the UHEW.

Workplace – is the location at or from which a traveller ordinarily performs the duties of their position and, in the case of a traveller whose duties are of an itinerant nature, the actual building to which the traveller returns to prepare and/or submit reports, etc., and where other administrative matters pertaining to the traveller's employment are conducted.

SECTION 2 – ADMINISTRATION

2.1 Authorization

2.1.1 It is the UHEW's responsibility to determine, when, where, by whom and by what means of travel will be undertaken and to select the mode and class of transportation and the accommodation to be used, subject to the provisions of this policy. <u>All travel must be pre-authorized</u>.

2.1.2 Individuals travelling on UHEW business are entitled to transportation and accommodation that is comfortable and of good quality. Allowance, rates, reimbursements and conditions of payment shall be sufficient to meet reasonable, legitimate expenses that are necessarily incurred as a result of the requirement to travel.

2.1.3 As a general rule, on a normal working day, travel is to commence from the traveller's headquarters area.

2.1.4 Should a change in itinerary on route occur or if emergency travel is required, where pre-authorization is not possible, approval will be in accordance with the UHEW Travel Policy.

2.1.5 An explanatory note concerning items not pre-authorized or changes to pre-authorized items should be included with the expense claim or a notation made on the claim.

2.2 Responsibilities

2.2.1 The UHEW:

- determines whether travel is necessary;
- ensures that this policy is available to all UHEW travellers;
- ensures that the selection and reservation of appropriate arrangements (transportation, accommodation, advances, etc.) are consistent with the provisions of this policy.
- pre-authorizes travel ; and
- verifies and approves travel expense claims.

2.2.2 The traveller is responsible for:

- being familiar with the UHEW Travel Policy;
- obtaining authorization prior to travel;
- submitting proof of leave from employer as well as fully completed travel expense claims with necessary supporting documentation, original receipts and explanations of changes as required;
- submitting travel expense claims within 90 working days after completion of the travel.
- the safeguarding of travel advances and funds provided.
- If extending travel for additional night(s), the individual is required to pay all costs.
- If however an individual is required to attend two UHEW events back to back in the same area, and the cost of a return flight is more expensive than the cost of an additional hotel stay, at the discretion of the signing officer, the hotel stay may be approved. All other liabilities and expenses for those bridge days including per diem, mileage, taxis and incidentals would be the responsibility of the individual.

2.3 UHEW travel agent

2.3.1 Travel agent contact information:

Direct Travel

Kathy Morris
kmorris@dt.com
1-613-627-12011
Toll Free 1-800-267-9676

2.4 Travel problems and complaints

2.4.1 All problems and complaints should be fully documented in writing and sent by email to the UHEW Finance Officers.

To assist the UHEW and the Travel Agent in responding to queries, the following information should be included:

- Date of reservation and name of UHEW contact who made reservation
- Name of travel agent who made reservation
- Travel Agent Itinerary
- Clearly outline the details of the situation
- Ask for a response in writing

2.5 Travel advances

2.5.1 Travellers on UHEW business shall, upon request be provided with a travel advance to cover travel expenses not paid directly by the UHEW.

2.6 Gifts, hospitality and other benefits

2.6.1 Coupons, vouchers or other benefits such as accommodation, which are received due to delays, can be used by the traveller. Claims should not be made for any such benefits that have been provided free of charge to the traveller. The appropriate explanations should be written on the expense claim or an accompanying document.

2.6.2 While on UHEW official business travel, travellers can collect and redeem benefits from Travel Loyalty Program(s) (TLP) also known as Frequent Flyer Points. These benefits are for personal use and cannot be redeemed for cash value towards UHEW business travel.

2.7 Receipts

2.7.1 If claims are submitted via email to the Finance Officers at finance@uhew-stse.ca. Receipts are required in PDF form. Receipts must be retained by the traveller for a period of 2 years after the activity in case of future audits by the UHEW.

For claims submitted in hard copy form, original receipts must accompany the claim in order to be processed.

2.7.2 The only expenses for which receipts are not required are as follows:

- meal allowances (unless otherwise specified);
- incidental expense allowances;
- taxis utilized for which the cost is $10.00 or less;
- kilometric allowance;
- parking meters or tolls.

2.8 Overpayments

2.8.1 The UHEW is required to recover all overpayments made to travellers.

2.9 Travel beginning or ending at workplace

2.9.1 When a period in travel status begins or ends at the workplace, the traveller may incur extra travel costs on the first and/or last day because the regular workplace/home commuting pattern is disrupted. Accordingly, the traveller shall be reimbursed for reasonable transportation costs incurred between the residence and the workplace.

2.10 Travel within the headquarters area

2.10.1 When a traveller is authorized to proceed on UHEW business within the headquarters area, other than the workplace, during their regular work day, the cost of taxi or transportation shall be paid at the UHEW kilometric rate found in Appendix A for the most direct route between the travellers' workplace and the meeting location.

Necessary parking charges may also be reimbursed.

2.10.2 When a traveller is authorized to proceed on UHEW business within the headquarters area, other than the workplace, on a non-working day, the cost of taxi or transportation shall be paid at the UHEW kilometric rate found in Appendix A for the most direct route between the travellers' residence and the meeting location.

Necessary parking charges may also be reimbursed.

2.10.3 When the UHEW requests that a traveller bring a privately owned motor vehicle to the workplace, or to travel to a destination within the headquarters area, and the traveller has demonstrated to the UHEW that a privately owned motor vehicle is not the traveller's normal mode of transportation to the workplace, the traveller may be reimbursed at the kilometric rate specified in Appendix A. Such reimbursement will be based on the most direct road route between the residence and the workplace/destination.

Necessary parking charges may also be reimbursed.

SECTION 3 – INSURANCE

3.1 Cooperators - Accident Insurance

- Diners Club International Travel Insurance - for travel charged to the UHEW's Diners Club Corporate Card (W.E. Travel)

Car rental insurance

3.1.2 It is the traveller's responsibility to ensure that sufficient insurance coverage is included for the entire period that a car is rented for UHEW business.

3.1.3 Travellers should verify with their own personal automobile insurance provider or credit card company before renting a vehicle to ensure adequate third-party liability, personal injury and damage to property coverage. If none is available, then optional additional coverage for rental will be required and the cost will be reimbursed by the UHEW.

3.2 Privately Owned Motor Vehicles Insurance

3.2.1 Travellers are responsible for ensuring sufficient insurance coverage at all times for their privately owned motor vehicles when used for UHEW travel.

Privately owned vehicles travel shall have at least the minimum provincial/territorial/state/country insurance coverage of liability and physical damage.

3.2.2 The UHEW is not responsible for reimbursing deductible amounts related to insurance coverage. The UHEW assumes no financial responsibility for privately owned motor vehicles other than paying the authorized kilometric rate or the maximum allowed for driving rate (depending on the authorization).

3.2.3 Travellers should ensure that their insurance covers any other UHEW travellers in the car.

SECTION 4 – TRANSPORTATION

4.1 Commercial transportation

4.1.1 The selection of the mode and class of commercial transportation is made by the UHEW on the basis of cost, convenience, duration, safety and practicality. The UHEW may authorize alternate arrangements for specific events (example: Convention, Conferences, etc.) for these reasons.

4.1.2 Commercial air transportation is the normal method of travel for distances in excess of 300 km (one way) for the reasons cited in Section 4.1.1. When travel by commercial air carrier or by train presents significant inconvenience, or is not deemed practical by the UHEW, in terms of overall costs, the use of a privately owned motor vehicle (POMV) may be authorized. (See Section 4.6. for guidelines on use of POMV)

4.1.3 Trips of less than 300 kilometres (one way) are not normally authorized via commercial air transportation. Instead commercial ground transportation (i.e.: train) should be considered where it is available, convenient and more economical.

4.1.4 All commercial air and train transportation, are to be booked using the travel agency chosen by the UHEW and charged to the UHEW Corporate Credit Card unless otherwise authorized.

4.1.5 When commercial transportation by air or train is authorized, the UHEW Travel Agent will provide the traveller with the necessary prepaid electronic tickets.

4.1.6 When commercial transportation other than by air or train is authorized and used, the traveller shall be reimbursed actual and reasonable transportation costs based on receipts. Pre-approval is required.

4.1.7 Any penalty costs incurred as a result of changes or cancellations made by the traveller for personal reasons after tickets have been issued will be paid by the traveller, except in cases where penalty costs are the result of unusual circumstances or emergency situations beyond the control of the traveller. Such changes and exceptions require the authorization of the responsible signing authority.

4.2 Commercial air travel

4.2.1 All reservations for commercial air travel must be booked through the UHEW Travel Agent and charged to the UHEW Corporate Credit Card. Air transportation should be used for distances in excess of 300 km (one way).

4.2.2 If access to the UHEW Travel Agent is unavailable or, where it is not possible to use the services of the UHEW Travel Agent, a traveller will be reimbursed the actual and reasonable unionized commercial air transportation costs based on receipts. In these circumstances tickets should be purchased directly from the carrier rather than through a travel agent. Pre-approval is required and must be obtained for such travel.

4.2.3 The standard for air travel is the most cost effective class including advanced seating assignment and the reimbursement of one (1) baggage fee for each direction of travel (if not only already included in cost of ticket) on unionized carriers.

4.2.4 Reimbursement of transportation costs for airfare and accommodation to an alternate location for personal reasons will not be reimbursed. However, it will be considered if it is more effective and pre-authorized.

4.2.5 Business/Executive Class air travel may be authorized in exceptional circumstances and where continuous air travel exceeds 9 hours. The National President will have the responsibility for approval of all business/executive class travel requests. Supporting documents for deviations may be required.

4.3 Train

4.3.1 All rail travel is to be booked using the travel agency chosen by UHEW and charged to the UHEW Corporate Credit Card.

4.3.2 If access to the UHEW Travel Agent is unavailable or, where it is not possible to use the services of the UHEW Travel Agent, a traveller will be reimbursed the actual and reasonable unionized commercial rail transportation costs based on receipts. In these circumstances tickets should be purchased directly from the carrier rather than through a travel agent. Pre-approval is required and must be obtained for such travel.

4.3.3 When rail travel is authorized it should normally be by economy class, however, other class travel may be authorized in certain circumstances based on the approval of the appropriate signing authority.

4.4 Taxi

4.4.1 Unionized taxi services shall be used when other more economical alternatives such as local transit,airport shuttle or ferry service are unavailable or impractical. Where unionized taxi services do not exist, other ride sharing services may be considered.

4.4.2 All claims for taxi fares in excess of $10.00 (one way) require a receipt.

4.4.3 While in travel status taxi fares shall be reimbursed to and from the carrier's terminal to the traveller's permanent residence or place of work.

4.5 Car rentals

4.5.1 Rental vehicles may be pre-authorized where this mode of travel is economical and practical. The traveller is responsible for providing the reasons for the rental and the cost savings.

4.5.2 Travellers should use the UHEW Travel Agent for reservations and rentals. The UHEW Travel Agent reserves cars with unionized companies whenever possible and at preferred rates. Only the authorized traveller should be registered as the driver on the car rental agreement. In the event a secondary driver is required, that individual must also be an authorized traveller for the event.

4.5.3 An intermediate vehicle is the usual standard. Higher vehicle categories may be pre-authorized where the bulk or weight of the goods to be transported, or an extenuating circumstance warrants the authorization of a higher vehicle category (such as unsafe road conditions or if two or more passengers have been authorized to travel together).

4.5.4 In an emergency, where the Travel Agent cannot book car rentals, travellers should deal directly with unionized car rental companies wherever possible.

4.5.5 If the rental charges are higher than those obtained by the UHEW Travel Agent an explanation should be provided on the travel claim. Drop-off charges will be authorized where it is cost beneficial and should be pre-authorized.

4.5.6 The traveller is required to provide a credit card for all car rental reservations and at the time of pickup at the car rental location.

4.5.7 Insurance - See Section 3.3, Car Rental insurance.

4.5.8 Gasoline expenses will be reimbursed by the UHEW with receipts. Travellers are required to use the most direct routes and claim for distances driven while on UHEW business travel (from the authorized point of departure to the destination and return and any other distances driven on UHEW business at the destination).

4.6 Privately Owned Motor Vehicle (POMV)

4.6.1 When a traveller is **pre-authorized** to proceed on UHEW business, travel between home and a carrier's terminal, taking into consideration the necessary luggage involved, shall be by the most economical and practical means. Use of private vehicles shall be reimbursed at the UHEW kilometric rate (see Appendix A) for the portions driven by the traveller, plus parking charges where it is cost-effective to leave a private vehicle at the public carrier's terminal during the period of absence.

4.6.2 Travellers who are beginning or ending a period in travel status and are authorized to drive a privately owned motor vehicle to and from the carrier's terminal, such as an airport, shall be reimbursed the kilometric rate specified up to the distance between their home and the carrier's terminal.

4.6.3 Travellers may use their own vehicles for trips where the distance does not exceed 300 kilometres one way. The UHEW may authorize alternate arrangements for specific events (such as Convention and Conferences, etc.), where commercial transportation such as train would be the approved mode of transportation and use of POMV would be up to the most economical train fare. (See Section 4.1.1)

4.6.4 <u>When commercial transportation is not available or practical</u>, a privately owned motor vehicle, may be authorized where this method is practical and economical. Payments in excess of those normally incurred such as road, ferry, bridge, tunnel tolls and parking charges shall be reimbursed based upon receipts. When a privately owned motor vehicle is the approved method of travel, claims for taxi fares are not normally authorized.

4.6.5 A traveller may request to travel by POMV to suit their own convenience; if pre-authorized the cost should not exceed the Maximum Allowed for Driving rate found in Section 4.8.

4.6.6 In the interest of safe driving, travellers should not normally be expected to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 500 kilometres on any day when the traveller has not worked.

These guidelines apply only under the following circumstances:

1) If commercial transportation is not available.

2) If the use of a privately owned motor vehicle has been deemed to be the most practical method of transportation by the UHEW.

3) If the UHEW requests that a traveller uses a privately owned motor vehicle.

For travellers who choose to use their privately owned motor vehicle to suit their own convenience, guidelines found under Section 4.8 (Maximum Allowed for Driving) shall apply.

4.6.7 The UHEW determines the kilometric allowance rates for UHEW travellers. The kilometric allowance rates are subject to UHEW review and authorization. UHEW kilometric rates can be found in Appendix A. The kilometric allowance rate payable is the rate applicable to the province or territory where the vehicle is registered.

4.6.8 Travellers are required to use the most direct routes and claim for distances driven while on UHEW business travel (from the authorized point of departure to the destination and return and any other distances driven on UHEW business at the destination).

4.6.9 Insurance - See Section 3.4, Privately Owned Motor Vehicles-Insurance

4.7 Traveller as a passenger in a private vehicle

4.7.1 Travellers may arrange to have another person drive them to, or pick them up from a public carrier's terminal. In either case, the amount claimable must be based on the most direct road route and each round trip cost claimed cannot exceed the one-way taxi fare to and from the carrier's terminal. Kilometric rates can be found in Appendix A.

4.7.2 When a traveller is authorized to travel as a passenger in a private vehicle to their destination, where the driver is not eligible to claim a kilometric allowance, the authorized traveller is entitled to reimbursement of the kilometric rate (see Appendix A) or the Maximum Allowed for Driving (See Section 4.8), depending on the situation.

4.7.3 When a traveller is authorized to travel as a passenger in a private vehicle to their destination, where the driver is also an authorized traveller who is eligible to claim a kilometric allowance (see Appendix A) or the Maximum Allowed for Driving (Section 4.8), only one individual is entitled to claim reimbursement for use of the private vehicle.

4.7.4 Insurance - See Section 3.4, Privately Owned Motor Vehicle - Insurance.

4.8 Maximum Allowed for Driving

4.8.1 A traveller who chooses to use his/her privately owned motor vehicle to suit his/her own convenience for distances of more than 300 km, one way, will be reimbursed for kilometric distance at the applicable rate plus parking, up to a maximum of $700 (round trip).

4.8.2 The traveller authorized to travel by private vehicle shall be entitled to claim expenses, salary entitlement and meals in accordance with rates specified in Appendix A for the period of the absence that would have been necessary had commercial transportation been used.

4.9 Parking

4.9.1 Self-parking costs will be reimbursed upon presentation of an original receipt, where the use of a vehicle has been approved. Valet parking charges are not reimbursed unless the hotel or venue prohibits guests from parking their own vehicles.

SECTION 5 – TRAVELLERS WITH DISABILITIES

Where a traveller with a disability incurs additional expenses related to the accommodation of that disability, the UHEW will reimburse these expenses provided they are reasonable and **pre-authorized**. Receipts are required.

SECTION 6 –ILLNESS, INJURY AND DEATH WHILE IN TRAVEL STATUS

6.1 Illness and injury while in travel status

6.1.1 Payment for the use of a suitable conveyance, such as an ambulance or taxi, shall be authorized where a traveller becomes ill or is injured while on duty or while in travel status and the nature of the illness or injury requires that the traveller be transported to a medical treatment facility, from the accommodation occupied while in travel status.

6.1.2 A traveller shall be reimbursed the necessary expenses incurred as a result of illness or accident occurring while in travel status, to the extent that the expenses were additional to those which might have been incurred had the traveller not been absent from home, and which were not otherwise payable to the traveller under an insurance policy, or other authority.

6.1.3 A traveller who becomes ill or is injured while in a foreign country will, where practical, be provided with a justifiable, accountable advance when incurring sizeable medical expenses. Such advances would subsequently be repaid to the UHEW under the traveller's private insurance plans, or other authority. See Section 3.2 Travel outside Canada – Insurance.

6.1.4 When a traveller's condition resulting from illness or injury while in travel status warrants the presence of the next-of-kin or a representative of the family, actual and reasonable travel expenses in accordance with this policy may be reimbursed, **subject to the UHEW National President's approval.**

6.2 Death while in travel status

6.2.1 If a traveller dies while in travel status, the UHEW shall authorize the payment of necessary expenses that are additional to those which might have been incurred had the death occurred in the headquarters area. Included in the expenses payable under this article are:

- at the place where death occurred: ambulance, hearse, embalming, outside crate (but not the cost of a coffin) and any other services or items required by local health laws, and

- transportation of the remains to the headquarters area or, if desired by the survivors, to another location, up to the cost of transportation to the headquarters area. Costs for an escort over and above the costs included in transporting the remains are payable only when law requires the attendance of an escort.

SECTION 7 – ACCOMMODATION

7.1 Reimbursement and standards

7.1.1 It is the responsibility of the UHEW to select accommodation for travellers. The traveller shall be reimbursed for actual and reasonable expenses for commercial unionized accommodation. Receipts are required for payments in commercial accommodation.

Unless work-related reasons require the use of specific accommodation, a traveller's request for other unionized commercial or non-commercial accommodation shall be considered in advance by the UHEW.

7.1.2 It is the responsibility of the traveller to identify themself as a UHEW traveller in order to ensure the most economical and unionized rate for commercial accommodation (if one is available).

7.1.3 A list of commercial unionized accommodation in Canada is available in Appendix C.

7.1.4 Unless otherwise noted all hotel accommodations are to be booked using the UHEW travel agency and charged to the personal credit card of the traveller. If the traveller does not have a personal credit card, the traveller should contact the UHEW staff responsible for the activity who will assist with the guarantee of the reservation. Traveller is then responsible for the payment of hotel expenses (unless part of a contracted room block) and is reimbursed for room and tax charges through the travel expense claim (traveller is responsible for any personal or incidental expenses that they may have charged to their room).

7.1.5 When the traveller chooses alternate commercial accommodation from that designated by the UHEW, the hotel must be unionized. The UHEW will pay the alternate hotel cost up to the maximum of the cost of authorized accommodation.

7.1.6 Travellers attending an activity on the UHEW's behalf, where the host venue is not unionized, may be authorized to reserve accommodation at this venue, provided that alternate, reasonable, practical and unionized accommodation is not available. A brief explanation will be required as well as a UHEW National President's approval.

7.2 Cancellations, guaranteed reservations and hotel overcharges

7.2.1 When travel plans change and the accommodation will not be required; the traveller shall ensure that reservations are cancelled through the UHEW Travel Agent or directly with the commercial establishment(s). Proof of cancellation should be obtained (i.e., cancellation number and agent's name).

7.2.2 It is the responsibility of the traveller to cancel reservations to avoid "no-show" charges. When circumstances beyond the traveller's control prevent the traveller from cancelling the reservation, the "no-show" charges may be reimbursed by UHEW.

7.2.3 It is the traveller's responsibility to question the commercial establishment when the rate charged is in excess of the negotiated rates or as quoted by the UHEW Travel Agent.

7.3 Private non-commercial accommodation

7.3.1 Although travellers generally stay in commercial accommodation, the UHEW will authorize a traveller to make arrangements for private, non-commercial accommodation. A traveller who makes such arrangements shall be reimbursed an amount in accordance with the UHEW Travel Policy (see Appendix A), for each night this accommodation is occupied in Canada or abroad (US$ in the United States). The total cost of the private, non-commercial accommodation rate plus appropriate and economical local ground transportation should not exceed the commercial accommodation costs that would otherwise have been authorized.

7.4 Accommodation within headquarters area

7.4.1 Reimbursement for overnight accommodation within a traveller's headquarters area shall be authorized in certain circumstances subject to prior approval. Examples may include accommodation for such purposes as in-residence conferences, meetings, training courses and collective bargaining sessions that require travellers to remain on-site.

SECTION 8 – MEALS, INCIDENTALS AND OTHER EXPENSES

The UHEW sets the meal allowance rates which are subject to UHEW review and authorization. The UHEW meal allowance rates can be found in Appendix A.

8.1 General

8.1.1 The meal allowance rates contained in this policy are based on the consumption of meals in restaurants and are directed at travellers who are in travel status away from the vicinity of their headquarters area.

8.1.2 Breakfast can be claimed if traveller leaves home before 8 a.m. Dinner can be claimed if traveller arrives home after 6 p.m.

8.1.3 Meal allowance rates for locations in Canada and the continental United States are found in Appendix A. To ensure that these rates remain adequate, they will be reviewed and, if warranted, adjusted based on changes in costs.

8.1.4 For each day or part day in travel status where overnight accommodation is authorized, a traveller shall be paid a meal allowance for each breakfast, lunch and dinner when applicable.

8.1.5 For each day that the traveller is out of the office on UHEW business, the appropriate meal allowances will be paid. No additional amount may be claimed for meals, or for gratuities associated with meals. Receipts are not required.

8.2 Meals provided

8.2.1 When a <u>full</u> meal is provided by the UHEW as part of catering for meetings, conferences and other activities, the traveller shall not claim, nor be reimbursed the meal allowance. However, travellers may claim meal allowances even when full meals have been provided as part of the accommodation rate or as part of the commercial carrier's ticket price.

("Full meal" in 8.2.1 does not refer to snacks or light refreshments provided as part of a morning break for example (such as a muffin and coffee) or to a welcome reception which is not intended to replace a meal).

8.3 Incidentals

8.3.1 The UHEW determines the incidental expense allowance rate which are subject to UHEW review and authorization. The UHEW meal allowance rates can be found in Appendix A.

8.3.2 When overnight accommodation is authorized and used, a traveller shall be paid an incidental expense allowance that covers a number of miscellaneous expenses, including the cost of gratuities, for each day or part day **in travel status** as follows:

- for extended periods in travel status of two months or more, the incidental expense allowance is included as part of the appropriate meal allowance rate and hence, are not reimbursed separately.

- The incidental expense allowance is not paid where, for example, a late-night flight arrives in the traveller's headquarters area after midnight – paid the incidental for the day on which the bulk of the travel occurred but not for the following day on which the early morning arrival occurred).

8.4 Per Diem (flat rate)

8.4.1 A reasonable per diem flat rate may be paid in lieu of meal and incidental expense allowances, kilometric distances, parking, and taxi. The amount of per diem and the items to be included are authorized by the UHEW for each event.

8.5 Excess luggage & other related expenses

8.5.1 A traveller shall be reimbursed costs incurred in transporting UHEW-owned equipment or materials at excess luggage rates, if the UHEW determines that it is necessary for the equipment or materials are to be taken on the trip. Receipts are required.

8.5.2 Excess luggage rates for personal items will not be reimbursed.

8.5.3 A traveller who is in travel status for 10 nights or more may be reimbursed the excess luggage rates. Receipts are required.

8.5.4 Travellers shall be entitled to reimbursement of the cost to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the airline carrier. Where coverage is not provided, travellers will require pre-approval from the UHEW prior to incurring the expense and may be required to submit a statement from the carrier.

SECTION 9 – FAMILY CARE WHILE IN TRAVEL STATUS

9.1. UHEW Family Care

UHEW uses the PSAC The Family Care Policy (FCP) for family care requests.

SECTION 10 – LEAVE LETTERS

10.1 For events that require a leave letter, travellers will receive a letter from the UHEW National Office, covering the the event and the travel days required.. For those travellers within 300 km to the UHEW event, a half day for travel will be allowed.

SECTION 11 – APPENDICES

APPENDIX A – UHEW Rates – Meals & incidental allowances and kilometric rates

KM Rates - https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en

Meals and Incidental allowances as per UHEW Reg 2.2:

Breakfast	$25.00
Lunch	$25.00
Dinner	$60.00
Incidentals	$20.00

APPENDIX B – Unionized Hotels Directory in Canada -Hotels | Canadian Labour Congress