

SECTION 15 — EXPENSES

1. **Wages:**

Wages for regularly scheduled hours of work shall be reimbursed directly to the employer.

2. **Accommodation:**

If required, shall be paid at reasonable prevailing rates. Members are entitled to a single room, unless they choose to share a room. Non-commercial accommodation shall be paid as \$30 per day.

3. **Dependant Care:**

If required, dependant care will be paid outside of regular working hours at the rate up to \$15/hour to a maximum of \$225/day (which includes travel time) upon completion of the CUPE Local 556 Dependant Care form. Receipts required.

4. **Transportation:**

To be the most convenient and economical means with the maximum mileage not to exceed airfare:

- a) Airfare where required (economy class)
- b) Car mileage 52¢ per kilometre.
- c) Parking cost when receipt provided and when on CUPE Local 556 business.
- d) Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.

5. **Per Diems:**

- a) For overnight travel (24 hour period) for conventions, conferences and education, members are entitled to a per diem allowance of \$100 per day:
 - i) Breakfast - \$20; Lunch - \$25; Dinner - \$35; Incidentals - \$20.
- b) When meals are provided the applicable meal allowance for each meal consumed is to be deducted for those meals.
- c) For partial days members will be entitled to the applicable meal allowances as noted in section 5(a)(i) above.
- d) For in-town meetings where no meals are provided:
 - i) Daytime meetings that require meals \$25;
 - ii) Evening meetings that require meals \$35.
 - iii) Receipts are not required.

6. **Receipted Expenses:**

Where receipted expenses are being submitted, a credit card slip will not be accepted on its own. If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These receipts may be reviewed by the Trustees. An itemized receipt from the agency must also be included (e.g. hotels, etc.). COPE Local 556 will not pay for any alcoholic beverages.