



Travel Expense Policy

Policy for reimbursement when travelling on behalf of YusApuY

The following information is a guide for the reimbursement of travel expenses incurred by YusApuY members who travel on behalf of YusApuY business.

Travel Days

Travel days are the day before and day after an event that you might attend on behalf of YusApuY (e.g., CCU Executive Board Meeting/Convention, etc.). Travel days are covered by Union Duty Leave (UDL) and submitted in the TRT. The Union has currently bargained a total of 5 Union Duty Leave days per year. In some cases individuals use additional days as Vacation or Personal Time. Most meetings such as these occur over a weekend – Saturday and Sunday – and so Friday and Monday would be travel days, for example.

It is acceptable to add Vacation to your travel time provided that the costs covered by YusApuY are not greatly altered (i.e., airfare approximately the same). The UDL, per diem, hotel, etc. should be expensed only for the days conducting YusApuY business, inclusive of necessary travel days.

Airfare

It is preferred that a unionized airline is used (Air Canada). However, other airlines have been used (Westjet, Sunwing) if pricing is comparable (or sometimes better) and meets the individuals schedule more efficiently. Receipts required for the reimbursement of expenses include travel agency invoice (if applicable) and airline e-ticket.

Hotel

It is preferred that a unionized hotel is used, wherever possible. Group rates may be available through meeting organizers and it is advisable to use these rates. The final itemized bill is required for reimbursement.

Per diem

A Per Diem rate of \$75.00 is used for meals and tips. Travel days should be included when calculating the total per diem expense for the trip. Itemized receipts are not required.

Ground Transportation (Travel to/from Airport, Taxis)

There are many options to get to/from the airport. Keep in mind that we do our best to keep costs to a minimum (sharing a cab if flights are the same, airport shuttle, etc.). If you are travelling on a day where you would otherwise be at York, include mileage from YorkU. If you are travelling on a day you would not otherwise be at York, include mileage from your home. Receipts are required for reimbursement. The following are some examples:

- Taxi – from home/work to Pearson in Toronto; from Airport to Hotel in hosting city

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- Driving/Park n' Fly – drive to Park n' Fly (for mileage rates see below) plus Park n' Fly for the duration of the meeting. (Note that Park n' Fly coupons are available on line but must be printed out prior to the Park n' Fly stay.)
- Driving only – individuals may be dropped off by spouses, etc. and you would calculate mileage from Home to Airport to Home and then Home to Airport to Home upon return.

Mileage

Mileage is calculated using the current Canada Revenue Agency rates. This rate covers all costs associated with the use of the vehicle (e.g., insurance, fuel, toll charges, etc.). A google map print out showing the route is acceptable documentation for mileage. If you are travelling on a day where you would otherwise be at York, include mileage from YorkU. If you are travelling on a day you would not otherwise be at York, include mileage from your home.

Travel Advances

Advances are usually made available so that our members don't have to pay out of pocket. The advance is calculated based on estimates for airfare, per diem and hotel stay. The President authorizes advances.

Expense Report

An Expense Report should be completed upon your return (within a month of the travel) and submitted to the YUSA office for approval/reimbursement (if applicable).

Please include your cheque if monies are owed back to YusApuY from the advance.

An electronic copy of the Expense Report Form will be provided by the union office.