



Canadian Office and Professional Employees Union

POLICY

GOVERNING PER DIEM ENTITLEMENT AND CLAIM PROCESS

(as amended by COPE SEPB National Executive at its meeting held November 1st-4th, 2010 in Calgary, Alberta)

National Executive members and members designated by the national Executive or the National President are eligible to claim reimbursement of the hereinafter listed expenses for attending meetings of the National Executive, or meetings of any committee designated by the National Executive or for attending meetings or activities designated by the National Executive or the National President.

Allowable expenses

- Hotel accommodation or a hosting allowance of \$50.00 when staying with friends or relatives;
- transportation (if by car allow \$0.47 per kilometre driven);
- per diem of \$110.00;
- Dependant care expenses that would otherwise not have been incurred up to a maximum of \$75.00 per day upon presentation of receipts .

CLAIM PROCESS

Canadian Office and Professional Employees Union (COPE) expense claim forms shall be used for expenses. The form shall be faxed or emailed to the Office of the National Secretary-Treasurer to expedite expense payment. Originals shall be mailed, with receipts attached, to the National Secretary-Treasurer.