



Canadian Office and Professional Employees Union

OUT OF POCKET EXPENSES FOR NATIONAL UNION BUSINESS

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 \$65.00 when staying with comrades or relatives;
- transportation (if by car allow \$0.61 per kilometre driven or the Canada Revenue Agency's "reasonable per kilometer allowance" whichever is greater);
- per diem of \$110.00;
- Dependant care expenses that would otherwise not have been incurred up to a maximum of \$75.00 per day for care that does not require overnight support and up to a maximum of \$150.00 per day when requiring overnight support. Dependent care expenses will be reimbursed upon presentation of receipts and upon approval of the National Secretary-Treasurer.

CLAIM PROCESS

Canadian Office and Professional Employees Union (COPE) expense claim forms shall be used for all expenses. Receipts may be scanned and attached to expense claim form. Originals receipts may be requested by the National Secretary-Treasurer.