



Canadian Office and Professional Employees Union

POLICY AND PROCEDURE REGARDING OUT OF POCKET EXPENSES FOR NATIONAL UNION BUSINESS – AMENDED AS OF APRIL 22, 2026

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.

EXPENSE CLAIM PROCESS

The Canadian Office and Professional Employees Union (COPE) expense claim form shall be used to file all expenses. The expense claim form is faxed or e-mailed to the National Secretary-Treasurer's office to expedite the process. Receipts may be scanned and attached to expense claim form. Original receipts may be requested by the National Secretary-Treasurer.

DEADLINE FOR SUBMITTING EXPENSE CLAIMS

At the end of every fiscal year, the National Secretary-Treasurer issues a reminder to all members of the National Executive asking them to file their expense claim forms for the current year. At that time, the National Secretary-Treasurer takes reasonable steps to inform those concerned that they have yet to file their expense claims.

Unless there are exceptional circumstances, and subject to a resolution by the National Executive, members of the National Executive have until February 15th of the following year to file their expense claim form(s). Eligible members who have not filed their expense claims by the deadline date are presumed to have waived them.