

Local 2 Expense Claim Processing

1. Local 2 Council Finance Committee strives to be financially accountable, responsible and transparent with you the members. Accurate and completed Member Expense Claim forms, along with the supporting documentation, allow us to achieve our goals and get you reimbursed efficiently and accurately.
2. The reason the Member Expense Claims are required to be completed to this standard is because the Local 2 Treasurer and Cheque signers are responsible to ensure that general and acceptable accounting practices are being followed. This ensures all money spent has the necessary documentation to be financially accountable to the AUPE membership as well as for external audit.
3. The purpose of these documents is to provide information and tips for completing the AUPE Member Expense Claim. For Member Expense Claims to be efficiently and accurately be processed they must be completed in full and have the necessary supporting documentation and explanations attached.
4. Use the most recent updated Member Expense Claim form found on the www.aupe.org website. Click on the “My AUPE” link at the top of the page and then scroll down to the bottom right for the most current Member Expense form as well as the Child Care Receipt form.
 - Meal Allowance Policy 5-19 has been updated. Breakfasts will not be paid where a hotel has been provided, which offers complimentary breakfasts to their guests. Reimbursement for Child Care Expenses Policy 5-20 has also been updated.
 - Each event must have its own Member Expense Claim form.
5. Completed Member Expense Claim forms along with supporting documentation can be sent to the Local 2 Treasurer’s Email: local002treasurer@gmail.com
6. Each Members Expense Claim form must be able to stand alone in an external audit. For example; if you have explained why your mileage is different than google maps for one council meeting, don’t assume that the Treasurer “just knows from last time” that is the case. **All claims must stand alone in an external audit.**
7. Incomplete Members Expense Claims will be returned to the member and not be processed. This ultimately creates delays in receiving money for the claimed expenses from the local. This also creates additional workload for the finance committee to return incomplete claims and then at a later date reprocess the claim and issue payment.