

Amended by the Provincial Executive June 02 and 03, 2017

5-19 Meal Allowance

1. Meals taken during travel will be reimbursed to a maximum rate per meal. All claims for meal expenses will be reimbursed at the established meal reimbursement rates. Receipts are not required to be submitted with meal claims, regardless of the actual meal costs.

**The time of departure or return must be reasonable based on the travel time.**

Breakfast - \$12.00 (if departure is earlier or time of return is later than 7:30 a.m.)

Lunch - \$14.00 (if departure is earlier or time of return is later than 1:00 p.m.)

Dinner - \$25.00 (if departure is earlier or time of return is later than 6:30 p.m.)

2. Meal expenses are not to be claimed in those cases where the meal is already provided at Union expense except under special circumstances which must be fully explained and approved by the Union Executive Secretary-Treasurer or his/ her designate or the Component Treasurer as appropriate.
  - Breakfasts will not be paid where a hotel has been provided, which offers Complimentary Breakfasts to their Guests,
  - Meals will not be paid where meals are provided for conference, workshop or union meetings or are included in the registration fee.

Amended by the Provincial Executive June 02 and 03, 2017

5-20 Reimbursement for Child Care Expenses

Child care will be reimbursed when AUPE members attending any union function incur child care as a direct result of such travel. Members are to be reimbursed for child care expenses at the rate of up to \$15.00 per hour to a maximum of \$195.00 per day for the first child and up to \$3.00 per hour for each additional child to a maximum of \$39.00 per day, per child.

1. All claims for reimbursement under this policy must be accompanied by a signed AUPE Child Care receipt form.
2. Reimbursement will not be made for:
  - (a) child care expenses that would have been incurred had that member been performing his/ her normal work that day;
  - (b) child care that would normally not have been paid, eg. Spouse;
  - (c) for an in-town delegate, after the meeting and/ or associated function has concluded; and
  - (d) child care expenses for children above age 12.
3. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, when expenses are paid by Headquarters or when expenses are paid by the Local, the Local Treasurer or Local Executive.
4. AUPE accepts no legal responsibility as to the arrangements made by the parents or guardians.

The Union reserves the right to examine any and all claims with respect to this policy. This policy will affect all Locals.

Amended by the Provincial Executive June 13, 2015-Old

5-19 Meal Allowance

1. Where a member is away from his/ her home location, he/ she is entitled to reimbursement without the production of receipts for the costs incurred for meals at the following rates:

Breakfast - \$12.00 (if departure is earlier or time of return is later than 7:30 a.m.)

Lunch - \$14.00 (if departure is earlier or time of return is later than 1:00 p.m.)

Dinner - \$25.00 (if departure is earlier or time of return is later than 6:30 p.m.)

2. Meal expenses are not to be claimed in those cases where the meal is already provided at Union expense except under special circumstances which must be fully explained, and approved by the Union Executive Secretary-Treasurer.

Amended by the Provincial Executive June 13, 2015-Old

5-20 Reimbursement for Child Care Expenses

AUPE members when attending any union function are to be reimbursed for child care expenses at the rate of up to \$15.00 per hour to a maximum of \$195.00 per day for the first child and up to \$3.00 per hour for each additional child to a maximum of \$39.00 per day, per child.

1. All claims for reimbursement under this policy must be accompanied by a signed receipt.
2. Reimbursement will not be made for:
  - (a) child care expenses that would have been incurred had that member been performing his/ her normal work that day;
  - (b) child care that would normally not have been paid, eg. Spouse;
  - (c) for an in-town delegate, after the meeting and/ or associated function has concluded.
3. Reimbursement will be made, to a maximum of \$20.00 for babysitter transportation costs, with substantiated receipts where necessary.
4. Normal guideline for payment of childcare includes children 0-12.
5. Where extenuating circumstances exist, exceptions may be made with the prior approval of the Executive Secretary-Treasurer, when expenses are paid by Headquarters or when expenses are paid by the Local, the Local Treasurer or Local Executive.
6. AUPE accepts no legal responsibility as to the arrangements made by the parents or guardians.

The Union reserves the right to examine any and all claims with respect to this policy. This policy will affect all Locals.