

Travel Reimbursement Policy Amended, June 3, 2009

1. UWOFA will reimburse Members and employees for the cost of travel on behalf of the Association that is pre-approved by the UWOFA President or designate. Reimbursable costs include travel by air, train, bus, or automobile. Local transfers to the terminal, and from the terminal to the meeting location, are also reimbursed.
2. Members or employees should make their own travel arrangements, and UWOFA will reimburse acceptable travel costs expeditiously as possible after the submission of an itemized list of expenses that is accompanied by all receipts
3. **Travel by Air**
The Association gives preference to unionized airlines, unless a substantial cost savings results from travel with a non-unionized airline. UWOFA will only reimburse the costs of economy class flights (not Business and First Class air fares).
4. **Travel by Train or Bus**
UWOFA will reimburse VIA1 train travel, although it is expected that claimants will not request meal expenses for the meal served during the train travel. Bus fare is fully reimbursed.
5. **Travel by Automobile**
UWOFA will reimburse claimants for personal use of automobiles based on the current CAUT rate (52.5¢ per kilometre in June 2008). The amount of mileage reimbursement shall not exceed the lowest economy airfare or VIA1 fare available at the time of travel.
6. **Trip Cancellation**
In the event that a Member or employee is subsequently unable to travel, the following policy shall apply:
 - a) In the event of (1) an emergency medical condition involving the Member or employee, or a member of his or her immediate family, requiring the care of a physician or hospitalization, or (2) the death of an immediate family member, UWOFA will bear the cost of the ticket upon receipt of a letter from the physician or hospital;
 - b) In the event that the delegate is required to return home early for the reasons outlined in (a) above, requiring a change in the travel itinerary, UWOFA will reimburse the cost of the change;
 - c) In the event of cancellation for any other reason (e.g. workload, personal reasons), the Member or employee will be responsible for the cost of the ticket.
 - d) In the event of a change in itinerary for any other reason (e.g. workload, personal reasons, non-Association related reasons), the Member or employee will be responsible for the increased cost of the ticket (that is, the cost of the change to the ticket).
7. **Accommodations**
 - a) UWOFA will reimburse the cost of hotel accommodations. Hotel costs above the CAUT or OCUFA rates are not covered. For example, if a Member or employee wishes to upgrade a room or chooses a hotel with higher room rates, the Member or employee is responsible for amounts over the event room rate.
 - b) Should the Member or employee stay in non-commercial accommodation, reimbursement will be at half the approved CAUT hotel rate for that event, or its equivalent.
8. **Per diem expenses**
Per diem expenses will be reimbursed at the current CAUT rates (e.g., breakfast \$10.00, lunch \$15.00, dinner \$35.00, sundry \$15 = total \$75).

Approved
Executive – June 3, 2009