

Reimbursement Policy

1. UWOFA Members and employees who incur reasonable expenses when acting on behalf of UWOFA, including when travelling on UWOFA business, are entitled to reimbursement from UWOFA. The incurring of such expenses should ordinarily be pre-approved by the Executive Committee or by the President or designate.
2. The Treasurer and the Administrative Officer shall implement a process for claims for reimbursement. Claims shall be processed expeditiously.
3. Subject to specific provisions in this policy, reasonable travel expenses include those expenses that are covered under the University's travel expense policy and procedures.
4. A dispute about whether a particular expense is reasonable shall be resolved by the Executive Committee.
5. Members and employees should, as a general rule, make their own travel arrangements.
6. In air travel, UWOFA shall give preference to unionized airlines. UWOFA will not, absent exceptional circumstances, reimburse business or first-class air fares.
7. UWOFA will reimburse business class train fares.
8. UWOFA will reimburse the personal use of automobiles based on the current CAUT mileage rate. Before incurring expenses for mileage, Members and employees should consider whether an alternative form of travel would be more economical.
9. Per diem expenses, including meals, will be reimbursed at the current CAUT rates.

Approved:
Board of Directors – April 23, 2019