

CUPE 391 Reimbursement Guide (updated January 24, 2016)

Expense Vouchers and Receipts

In order to be reimbursed for expenses, members must submit a completed **Expense Voucher** as well as a **receipt** for the purchase.*

Expense Voucher - can be found on the www.cupe391.ca website under **Member Resources** → **Forms** in the left hand column. *Please ensure it is completed in full.*

*Note: For accounting and auditing purposes, a reimbursement cannot be issued if a receipt is not submitted with an Expense Voucher.

Mileage Claims

The current CUPE 391 Financial Guidelines states:

The rate for mileage is the same as for VPL.

Mileage is given to the members of the Executive Committee for attending executive meetings on their day off.

Mileage is given to union members who must travel between 2 or more sites to do union business.

Return trip mileage – In the event that a member is driven to a union activity by a third party

A) the union does not pay return mileage

or B) the union pays half the VPL rate for return mileage

or C) the union pays for return mileage

Union members should always strive for environmental and economical transportation. Walking, cycling, bussing and carpooling should be considered where appropriate and possible.

When submitting a mileage claim, please submit on paper:

- The CUPE 391 **Expense Voucher**. Please calculate and total your mileage in full (current rate is \$0.54/km)
- Purpose for which mileage was incurred
- One of the following:
 - a **Mileage Log**, which includes the date, odometer reading and start and end of trip, kilometres driven. A Mileage Log template can be found on the www.cupe391.ca website under **Member Resources** → **Forms** in the left hand column.
 - Addresses of start- and end-of-trip destinations
 - Google map/Mapquest printout of route

Hand-written Receipts

When submitting hand-written receipts with your Expense Voucher (i.e. from a babysitter), please ensure that the receipts include the following information for processing:

- Full name, address, phone number and, if applicable, company name of the person rendering services
- Date
- Description of service that was rendered
- Method of payment
- Signature of the person who rendered services