CUPE 391 Reimbursement Guide

(updated Sep 8, 2026)

Expense Vouchers and Receipts

In order to be reimbursed for expenses incurred on behalf of the Union and/or Local, please complete and submit an Expense Voucher as well as receipt(s) for all purchases to the Local care of the Secretary-Treasurer.

The Expense Voucher can be found on the CUPE 391 website, cupe391.ca, under Resources > Forms. Please complete the form with all of the following:

- your name,
- the address to which you would like your reimbursement cheque sent,
- the details of the expenses,
- your signature.

In the case of receipted expenses, the original itemised receipt(s) must be submitted. A credit card/debit slip will not be acceptable on its own.

If the receipt was originally issued physically, that physical receipt must be submitted.
A scan or copy cannot be accepted.

If the receipt was originally issued digitally, a printed copy may be submitted, or a digital copy may be sent to the treasurer.

If no receipt is available due to special circumstances, a declaration providing an explanation **may** be accepted, signed by the member and authorised by the Secretary-Treasurer. These declarations may be reviewed by the Trustees.

Physical documentation may be submitted through VPL internal mail to “Union”, or sent to the union office c/o the Secretary-Treasurer at the below address:

#170-111 Victoria Drive
Vancouver, BC
V5L 4C4

Digital documentation and any questions can be directed to treasurer@cupe391.ca.

Mileage Claims

As of Apr 30, 2026, mileage is reimbursed at the same rates as Vancouver Public Library's internal transportation expense reimbursement policy.

Please find the relevant portions, current as of June 23, 2026, below:

- Mileage rate for 2026 is $0.73/km for the first 5000 km and $0.67/km after that.
- [Members] who use their own bike for travelling to meetings/getting around for work-related purposes may be reimbursed the equivalent 1 zone compass card rate [or other transit fare, as applicable].
- Single use transit passes are eligible for reimbursement with receipt.
- Monthly transit passes are not eligible for reimbursement, as there is no additional cost for travelling for Union work.
    - The exception is if staff have to top up the value, for example if travelling to a different transit zone. The additional top up will be eligible for reimbursement with extract of relevant transit history.
- Stored value transit passes are eligible for reimbursement with extract of relevant transaction history.

When submitting a mileage claim, please submit on paper:

- An Expense Voucher, including:
    - total distance travelled and mileage, as per the above rate;
    - purpose for which the mileage was incurred;
    - one of the following:
        - map printout of the route, including the distance,
        - addresses of start- and end-of-trip destinations,
        - a Mileage Log, which includes the date, odometer reading at start and end of trip, kilometres driven. A Mileage Log template can be found on the cupe391.ca website under Member Resources > Forms.

Please note that mileage and parking are reimbursed **only** in the following cases:

- To union members who must travel between two (2) or more sites, not including the member's home, to do union business
- To union members attending educationals, conferences, conventions, and committee meetings of affiliated organisations
- To Executive Committee members for attending Executive meetings on their day off
- To Executive Committee members who attend Executive meetings after work

Hand-written Receipts

When submitting hand-written receipts with your Expense Voucher (for example, 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