

Hamilton and District Labour Council – CLC Expense Policy (2017)

1. **General:**

Labour Council reimburses authorized expenditures. Receipts should be submitted, along with a signed expense report, to the office within 30 days following the expenditure. Receipts should indicate the item or service purchased. If this is not possible, the item or service should be noted on the receipt and initialed by the claimant and by the vendor if possible.
2. **Mileage:**

\$0.47/km (driver, no passenger), \$0.55/km (driver and one passenger), \$0.60/km (driver and two or more passengers). Trips must be pre-authorized. A computer-generated map should be submitted with the expense form to verify distances.
3. **Other transportation:**

Air transportation usually is booked through the travel agency designated by the CLC, OFL or sponsoring organization. In other cases, the most economical form of transportation, including bus or train or vehicle rental should be utilized. Sensitivity to the needs of passengers (and accommodations for those with health concerns) will determine the appropriate mode of transportation. North American and union made vehicles should be used for Labour Council business whenever feasible.

Taxi fare will be reimbursed if the secretary or treasurer is informed in advance and a taxi is the most appropriate form of transportation available in the circumstance.
4. **Per Diem:**

\$50 for a single day, out of town (in-town if authorized by resolution of delegates)
\$80 per day for meetings/events requiring an overnight stay
Additional costs associated with unexpected or special circumstances can be paid if approved by the table officers on a case-by-case basis, and, if possible, identified in advance of incurring the costs.
5. **Dependent Care:**

Labour Council will provide a dependent care subsidy of up to \$25 for a two-hour meeting or less with an additional \$10/hr should the meeting go longer to any delegate requiring assistance to attend monthly Delegates' Meetings, committee meetings, or to otherwise participate in work/projects assigned by the president or the Delegates' Meeting upon submission of documentation/receipts verifying the expenditure. (Per policy adopted by Council on February 19, 2014 and amended on February 18, 2016).
6. **Taxes and Gratuities:**

Recommendations to purchase goods and/or services should include all taxes and customary gratuities, whenever possible. However, Labour Council will pay/reimburse all taxes and customary gratuities on goods or services purchased if taxes and gratuities were omitted from the original expense approval.

7. Secretary's Honorarium:
Honorarium replaced by resolution of Council, March 17, 2016
Monthly bus pass (currently \$101.20/month)
Reviewed annually in December by the Executive Council
8. President's Honorarium:
\$125 per week, payable monthly (per Article 11, Section 6 of the Constitution)
9. The expense policy is reviewed annually in December by the Executive Council and submitted to the Delegates' Meeting for approval. Any changes take effect on January 1st of the next year or the day following approval by the Delegates' Meeting, whichever is later.

Reviewed by the Executive Council on December 7, 2016.