



NICFA REIMBURSEMENT & TRAVEL POLICY

Policy Statement

North Island College Faculty Association represents hundreds of people across the mid-to-north Vancouver Island region and beyond. To conduct business, its representatives and members will periodically incur costs. The Association will reimburse costs when engaged in union business related to travel, events, training, bargaining, or other activities, as approved by the Executive.

Responsibilities

Individuals using NICFA's resources shall do so prudently and responsibly. That includes participating in activities remotely where possible, carpooling, or incurring other cost-respecting measures, to support the Association's financial well-being.

Eligibility

All Association members are eligible for reimbursement. However, varying levels of permission and notice will be required based on individuals' roles in the Association.

Travel and Events

****President and Chief Steward***

The President and Chief Steward may travel to different campus locations to engage in member representation, outreach, etc. without requesting Executive permission.

The President and Chief Steward will have the authority to spend up to \$200 to support Association activities or events without Executive approval. The total amount of this spending per year shall not exceed \$1000. Larger event spending and annual allocations will be decided annually through Executive discussions, member consultation, budget review, etc. in line with organizational need.

****Other Executive Members & Stewards***

The Chief Bargainer may travel to different campus locations to engage in member outreach activities while preparing for, or in the process of, negotiations, without requiring Executive permission. This should be done in consultation with the President or Chief Steward to ensure proper support for such activities.

All other Executive members shall request permission for Association travel or to charge back other expenses in advance of incurring costs; normally Executive members from the President and Stewards from the Chief Steward or their designates.

****Standing Committee Representatives***

FPSE pays the expenses for NICFA representatives' attendance at in-person FPSE Standing Committee meetings. Representatives must attend if they have committed to do so. Chargebacks to NICFA for non-attendance without good reason may be subject to correction through NICFA's Conduct and/or NICFA Correction & Discipline Policies.

Standing Committee representatives who go to other campuses for activities related to their committee work may apply for mileage reimbursement for their travel. This and other event costs shall be reimbursed in line with the NICFA Standing Committee Policy and must not exceed the maxima outlined.

****General Members***

Members must consult with the President or designate to incur expenses on behalf of the Association to execute tasks. This must involve explicit, written agreement on the types of costs to be incurred.

Members who use their own vehicle to travel to a face-to-face General Meeting or other NICFA event at a campus location that is not their regular campus may request reimbursement. Other Association-related activity travel shall be considered, but must be approved in advance. Carpooling and other resource-sharing is encouraged.

Substitute Coverage

Members who require substitutes to cover their work while participating in union activities should make a request to the President or designate as far in advance as possible, but generally not less than 10 working days. The President will work with the member and the administration to ensure arrangement of coverage. Release coverage is decided separately.

Equipment

The Association shall provide a computer to the President, Chief Steward, and Secretary every 5 years to execute Association business. The machine, as well as the data it contains, belongs to the Association and shall be passed to successors until the machine is rendered obsolete.

Executive members with demonstrable need may request the Association provide them with a cellular phone for business purposes or request a stipend of \$300/year in lieu, to be paid at the end of the fiscal year.

Procedures

Individuals seeking reimbursement for expenses incurred while participating in NICFA business must submit an Expense Claim Form and the necessary receipts to the Treasurer. This should be endorsed by the President or Chief Steward, or designate, as needed.

- A separate Expense Claim Form is normally submitted for each distinct meeting/event attended or trip taken on NICFA business, normally within four weeks of the event/trip.
- Original receipts are submitted with the Expense Claim Form for expenses which require such documentation.
- The Executive will review daily per diem rates at least every two year. Per diems shall not fall below the provincial government rate.

First Approved: May 2024	Last Revised	Subject To Review: 2027
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Appendix A1: Individual Reimbursement Rates 2023-2024

Ferry, Train, Taxi, Transit, Tolls: (Receipts required) Actual costs are reimbursed, including tips.

Auto: (No receipts required) Individuals are reimbursed for the use of personal vehicles at the rate of \$0.57 per kilometre.

Car Rental: (Receipts required) The actual cost of car rentals at the site of the meeting is reimbursed up to \$75.00 per meeting. Additional car rental expenses may be authorized by the Treasurer.

Air: (Receipts required) The actual cost of the flights will be reimbursed, including luggage costs. Seat selection costs will be reimbursed for flights over 1 hour in duration.

Accommodation: (Receipt requirement varies) Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out NICFA business. An allowance of \$50.00 per night is paid when private accommodation is arranged by an individual (no receipt required).

PER DIEMS: (No receipts required)

Breakfast..... \$15.00

Lunch \$20.00

Dinner..... \$30.00

Misc. \$5.00

*The meal allowance is not applicable when meals are provided at meetings or other events.

Child or dependent expenses are reimbursed at \$25/hour or the actual cost, whichever is greater. Claims in excess of \$150 per day must be pre-authorized by the Treasurer, President, or Chief Steward. Animal care may be reimbursed at a maximum of \$30/day with pre-authorization.

Other expenses (receipts required): Actual cost of other normal minor expenses, e.g. parking, is reimbursed.

Where a member's private vehicle is damaged while in use on Association business, the Association shall reimburse the lesser of actual vehicle damage repair cost or the employee's vehicle insurance deductible to a maximum of \$700 per occurrence. Where a member incurs a loss of or damage to personal property which is pertinent to the performance of their duties, that is not otherwise covered by government policy or insurance, the Association may reimburse the lesser of the loss, or the repair or the deductible portion of the insurance policy, up to a maximum of \$500.

Appendix A2: Reimbursement Rates 2022-2023 (current for reference - historical)

Ferry, Train, Taxi, Bus: (Receipts required) Actual costs are reimbursed.

Taxi: (Receipts required) Actual costs, including tips, are reimbursed.

Auto: (No receipts required) Individuals are reimbursed for the use of personal vehicles at the rate of \$0.54 per kilometre.

Car Rental: (Receipts required) The actual cost of car rentals at the site of the meeting is reimbursed up to \$60.00 per meeting. Additional car rental expenses may be authorized by the Treasurer.

Air: (Receipts required) The actual cost of the flights will be reimbursed.

Accommodation: (Receipt requirement varies) Commercial overnight accommodation is reimbursed at the single room rate for those nights reasonably necessary to attend meetings/events or carry out NICFA business. An allowance of \$50.00 per night is paid when private accommodation is arranged by an individual (no receipt required)

MEALS: (No receipts required)

Breakfast..... \$12.00
Lunch \$17.00
Dinner..... \$27.00

*The meal allowance is not applicable when meals are provided at meetings or other events.

Childcare expenses are reimbursed at minimum wage or the actual cost of childcare, whichever is greater. Claims in excess of \$100 per day must be pre-authorized by the Treasurer.

Other expenses: Actual cost of other normal minor expenses, for e.g. parking, is reimbursed.