

# DISTRICT 30/PSAT - EXPENSE CLAIM

Email: psatd30@gmail.com

Mileage: 45¢ km (Individual) 60¢ km (one eligible passenger) 80¢ km (2 or more eligible passengers)

Allowable Meal Charges: Breakfast - \$15.00 Lunch - \$25.00 Dinner - \$50.00

**Note:** Cut-off date for expenses for current fiscal year - July 7th  
Receipts are required for ALL expenses incurred except mileage.  
Meal allowances MUST be followed. All meal guidelines include taxes and tipping charges.

DATE	PARTICULARS	TRAVEL			SUB-TOTAL	ROOM	MEALS			SUB-TOTAL	OTHER TOTAL	DAILY TOTAL
		Car-km	Rail/Air	Cab			Breakfast	Lunch	Dinner			

**ACCOMMODATION:** Reservations made by District 30/PSAT office are guaranteed. Cancellation of a reservation is the responsibility of the person for whom the room was reserved. That person must cancel the reservation, obtain a cancellation verification number and pass along the number to the office. Otherwise, the cost of the unused room will be charged to the member.

DATE(S): \_\_\_\_\_ HOTEL: \_\_\_\_\_ ROOM NO: \_\_\_\_\_

SUPPLY/REPLACEMENT TEACHER HIRED? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes" - half day? \_\_\_\_\_ Whole day? \_\_\_\_\_ Total \_\_\_\_\_

DATE(s) SUPPLY USED: \_\_\_\_\_ CHARGE TO: \_\_\_\_\_

NAME: \_\_\_\_\_ TOTAL CLAIM: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Please Print)

SIGNATURE: \_\_\_\_\_ ☐ I certify that all information provided is true and accurate. TELEPHONE #: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CHEQUE # \_\_\_\_\_ ACCOUNTS: \_\_\_\_\_ TREASURER'S SIGNATURE: \_\_\_\_\_

# **PSAT DISTRICT 30 Financial Guidelines 2019 – 2020**

## **PSAT/District 30 General Membership Allowable Expenditure Guidelines**

Item for Reimbursement – Please see OSSTF Financial Handbook for Guidelines

### **1. Travel**

#### **1.1A Car**

##### One person:

42 cents/kilometer

##### One eligible passenger:

55 cents/kilometer

##### Two or more eligible passengers:

70 cents/kilometer

- Car travel will be reimbursed per kilometer from a member's home to the location of the meeting and back to home. The rate for a driver is 42 cents per kilometer.
- Car-pooling – all eligible passengers must be listed on the claim.
- For the first eligible passenger, car-pooling will be reimbursed at 55 cents per kilometer.
- For two or more eligible passengers, car-pooling will be reimbursed at 70 cents per kilometer.
- Distances may be confirmed by a computerized mapping program.
- Toll charges, such as Highway 407, will be reimbursed, if on union business.

#### **1.1B Airplane, Train, Bus**

All fares with receipts will be reimbursed by PSAT/District 30. Please use OSSTF approved travel link, as they may offer a discount.

- If travelling by air, PSAT/District 30 will reimburse the lowest fare at that time.
- Members are encouraged to use unionized airlines.
- Members should take advantage of seat sales if they are cost effective.
- The maximum reimbursement is the current cost of the flight pass.
- PSAT/District 30 will only pay a change/cancellation fee if it is responsible for the change/cancellation.

#### **1.2 Airport Transportation**

Members should use the free shuttle services to and from the airport hotels, unless pre-approved by the Executive.

Charges for limousines to airport hotels will not be reimbursed.

Taxis picked up at the airport hotels will not be reimbursed.

- Pre-ordered limousines will not be reimbursed unless at least two members are travelling together.

If a limousine is pre-ordered and circumstances change, members must cancel the order, or the charge will be their responsibility.

Wherever possible, members will take the least expensive method of travel, to and from the airport.

#### **1.3 Parking**

Self-parking charges required for PSAT/District 30 business will be reimbursed.

Receipts are required

### **2. Meals**

Per person allowances:

Breakfast - \$15\*

Lunch - \$25

Dinner - \$50

\*If a hotel buffet is the only option for breakfast, the cost of the buffet breakfast and an appropriate tip will be reimbursed, even if it exceeds \$15.

Meals may be claimed when members are in lengthy travel to or from authorized PSAT/District 30 activities or on PSAT/District 30 business.

#### **PLEASE NOTE:**

- If more than one member's meal is on the same bill, the names of each member claimed must be listed on the back of the bill.
- Computerized receipts must include date and time.
- Tear-off stubs are not acceptable.
- All claims must be supported by an itemized receipt of what was purchased.
- No claim may be made if "laid-on" meals are part of the PSAT/District 30 activity.
- Refreshments for meetings may only be claimed by the appropriate Spending Authority.
- Gratuities are included in the allowable meal allowances.
- When six or more people eat together, a 15% gratuity is often added to the bill automatically. PSAT/District 30 will not pay an additional gratuity.
- Per person allowances: Breakfast - \$15\* Lunch - \$25 Dinner - \$50
- \*\* Where a member is combining meals, a per diem may be available.

### **3A. Accommodation**

- Accommodation for meetings and conferences is to be arranged by the PSAT/District 30 office.
- Members are responsible for the verification of the hotel charges that only charges for room accommodation, tax and parking (if applicable) appear on the bill for reimbursement.
- Any additional charges are to be paid by the individual.

### **3B. Hospitality Accommodation**

- When accommodation in a private residence is used by a member on PSAT/District 30 business, the host may be reimbursed up to \$50.00 per night. The claimant shall provide a receipt from his/her host which shall include

the host member's name, date(s) of stay, address, phone number, and amount paid.

### **4. Internet**

Internet access in guest rooms is included at many hotels where PSAT/District 30 meetings are held.

At venues where a fee is charged for internet access, PSAT/District 30 will only cover the charge for District and Bargaining Unit Presidents doing federation work when attending PSAT/District 30 sponsored activities. Free internet access is usually available in most hotel lobbies.

### **5. Child care/dependent care**

Child or dependent care expenses allow members to attend authorized OSSTF activities and will be reimbursed at a rate of \$15.00 (fifteen) per hour up to a maximum of \$50.00 (fifty) per day, regardless of the number of dependents. Receipts are required.

### **6. Meeting Rooms**

All meetings shall be communicated to and/or booked through the PSAT/District 30 office. All interpreters requests for meetings shall be communicated to and/or booked through the PSAT/District 30 office.

### **7. Non-Eligible Expenses**

- Hotel services such as movies, mini-bar items and laundry
- Pet care, pet sitting
- Entertainment and refreshments (These costs may only be claimed with the prior approval of the Spending Authority.)
- Any other expenses that are not normal PSAT/District 30 expenses.

### **8. Preparation and Processing of Claims**

Claims must be submitted:

- i. On the approved form; at least monthly and within ten days of the end period covered by the claim;
- ii. All receipts must be included;
- iii. Each claim should reflect only one type of business, i.e. Finance;

Committee business should not appear on the same form as Reps. Business.