

SUN Expense Claim Form Guidelines for

External Education Events

E.g.: SFL, CLC, or CFNU hosted Conferences and/or Schools held in Sask.



Through our annual budget preparations, SUN Provincial allocates funding to support member involvement and engagement in the labour movement.

Funding for each event is determined through budget preparation and based on the strategic goals of the organization.

As per **Membership Policy 026-M-2007**, approved funding to attend external education events shall cover the actual days of the event and shall be limited to:

Salary:

- Funding for external educational opportunities shall be for the actual days of the event and up to a maximum of 40 hours or as determined by budget preparation.
- Salary reimbursement shall be categorized as:
 - For scheduled shifts (paid Union Leaves): The Employer pays you directly and SUN reimburses your Employer for one shift per day of the event you are attending.
 - If attending on a day off, SUN Provincial pays you directly (a TD1 on file at SUN Provincial is required).

Travel:

- Kilometrage will be paid for travel in excess of 50 kms one-way at a rate determined annually by the Board of Directors in the budget.
- As per Membership Policy 038-M-2007, travel time will not be compensated.
- As per Membership Policy 038-M-2007, travel in “lieu of hotel” arrangements must be confirmed with the First-Vice President in advance and such reimbursement will be limited to the cost of the hotel.

Accommodation:

- When accommodations are not included in the registration process, members will be responsible to book and pay for their own accommodations. In this circumstance, please submit your hotel receipt with your expense claim form for reimbursement.
- Reimbursement will not be provided if accommodation is included in the registration fee.
- Accommodations will be reimbursed based on shared accommodations. Room share partners must be identified on your expense claim form. If you do not wish to share a standard room with another SUN member, SUN will reimburse you for half of the room cost.

Meals:

- Reimbursement for meal per diems will be determined by annual budget preparations.
- Funding will not be provided for meals included in the event.
- If staying in a hotel, any in-room dining charges must be reconciled upon check out.

Other expenses:

- When applicable SUN will cover the early bird registration fee.
- SUN Provincial will cover the cost of parking expenses; receipts must be attached to your expense claim to be reimbursed.
- Participants are encouraged to approach their SUN District Council or Local Executive for those expenses not covered by SUN Provincial.