

Policy Number	052-M-2012
Policy Group	Membership
Policy Name	Exceptional Travel Circumstances
Date of Origin	August 2012
Date Amended	September 2014, May 2016
Date Reviewed	November 2013, October 2015, November 2016, November 2017, November 2018

- PURPOSE** To provide guidance for approval of exceptional travel circumstances.
- SCOPE** Membership
- POLICY STATEMENT** SUN recognizes that travel to and from approved union business may vary depending on specific circumstances.
- PROCEDURE** Recognizing that SUN members may on occasion travel a route and/or use a mode of transportation that is different than their normal “home to SUN event” route:
1. It is recognized that unless the travel is related to SUN business, the member will be paid what their normal travel entitlement would be from the member’s home base to the SUN event.
 2. A SUN member may elect to use public transit to attend a SUN event. Prior approval for air travel shall be obtained from the First Vice-President or designate.
 3. Alternate or varied travel arrangements may occur taking into consideration efficiency (safety, time, distance, and location) and cost. Decisions will be made in advance in consultation with the First Vice-President or designate. For approved SUN events, members not wishing to access the alternate or varied travel arrangements as outlined by SUN shall require approval in advance from the First Vice-President and reimbursement will only be up to the amount of the alternate or varied travel arrangements. Any variations in travel arrangements

shall be the responsibility of the member. Receipts are required for reimbursement.

4. Mileage, as determined annually by the Board of Directors in the budget, shall be paid for round trip travel in excess of fifty (50) kilometres one-way for approved union business. Travel costs to and from SUN events that are more than one day in duration may be paid to the extent it does not exceed the costs associated with travel, hotel and meal expenses for the event. For example, travel to and from annual meeting each day. Advance approval from First Vice-President is required.
5. Dates of travel to and from SUN approved events may vary but will not be at additional cost to the union. Decisions will be made in consultation in advance with the First Vice-President or designate.
6. Members will be reimbursed for luggage fees for one piece of standard luggage, with receipts.