

Members' Expense Form

NAME: _____ SOCIAL INSURANCE NUMBER (SIN): _____
 EMPLOYER: _____ SITE: _____
 HOME MAILING ADDRESS: _____ CITY: _____
 POSTAL CODE: _____ MEMBERSHIP NUMBER: _____
 PURPOSE (detailed): _____

TRANSPORTATION & ACCOMODATION (attach receipts)

Date	Hotel	Airfare/ Bus	If Driver: (a) Car (km)	If Driver: (b) # of Passenger (s)	If Passenger: (c) in car/bus (km)	Taxi/Limo	Parking	OFFICE USE

If driver, list passengers (column b):

If passenger (column c), list driver:

MEALS & INCIDENTALS (Per diem based on National Joint Council Directive - additional info in guidelines below.) Please mark the breakfast, lunch, dinner and nightly incidentals field with an 'X' or checkmark ONLY.

	Su	M	T	W	Th	F	Sa	OFFICE USE
Date(s)								
Breakfast								
Lunch								
Dinner								
Nightly Incidentals								

WAGES (MUST COMPLETE)

DATE(S)	PURPOSE	HOURS	RATE	OFFICE USE

ADDITIONAL NOTES:

Member's Signature: _____

In order to process, this form **MUST** be signed by member.

EXPENSE GUIDELINES

TRANSPORTATION:

MILEAGE: Members may claim mileage when their personal vehicle is used to attend to HSAA business. Mileage will be paid at the rate set by the National Joint Council for Alberta. As amended from time to time. <https://www.njc-cnm.gc.ca/directive/d10/v238/s658/en>

AIR: Members are encouraged to travel by air when schedules permit and when it is the most economical mode of travel. Flights should be booked with sufficient notice to qualify for the lowest cost. HSAA will not reimburse costs associated with flight upgrades (such as special seating or business class travel).

BUS, TAXI AND PARKING:

Members will be reimbursed for the actual cost based on receipts.

MEALS:

HSAA will pay per diem rates for meals as per National Joint Council Directive, as amended from time to time, <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm>. When HSAA provides a meal, per diems will not be paid. When a member is travelling to or from an event during meal time, the appropriate per diem will be paid. Receipts are not required to claim per diems.

ACCOMMODATION:

- a) Members are entitled to hotel accommodations when attending events or representing HSAA subject to c) and d) below.
- b) Where HSAA makes arrangements for discounted accommodation rates, members are expected to stay at the prescribed hotel.
- c) If a member would be required to travel more than 80 km before 9:00 a.m. to attend an event, the member is eligible to accommodation the night before the event.
- d) If a member is not likely to reach their home by 9:00 p.m. on the day the event concludes, the member is entitled to accommodation for the night following the event.
- e) Where the member chooses alternate accommodations (i.e. with a friend or relative) HSAA will pay \$50 per night.
- f) HSAA will not reimburse expenses related to room upgrades, additional occupants, room service or other amenities.

WAGE REPLACEMENT: (at the rate provided by the collective agreement)

When members are attending an HSAA event or representing HSAA on a regularly scheduled day of work, HSAA will pay wages and benefits normally paid under the member's collective agreement. Often, arrangements are in place with employers such that members will not see an interruption in pay.

If a member is scheduled to attend an event and fails to attend without a reasonable cause, HSAA will invoice the member for the amount charged by the employer, plus administrative fees.

OTHER EXPENSES: May be reimbursed with approval of the Finance Committee.

In order to process this form, it **MUST** be signed by the member.

**ALL EXPENSE FORMS ARE SUBJECT TO FINANCE COMMITTEE APPROVAL.
THE COMMITTEE RESERVES THE RIGHT TO MAKE ANY NECESSARY CORRECTIONS.**

Additional Guidelines apply to board members, committee members and members-at-large selected to represent HSAA's interests at meetings conferences and other events.

GUIDELINES ARE SUBJECT TO CHANGE BY THE BOARD.

As per policy, ALL EXPENSES MUST BE RECEIVED AT THE HSAA EDMONTON OFFICE WITHIN 60 DAYS OF THE EXPENDITURE.