



CEIU |

**Canadian Employment &
Immigration Union**

National Capital Region (NCR)

REGIONAL FINANCIAL POLICIES & GUIDELINES

(Updated on October 22nd, 2020)

1.1 All claims are to be sent to the CEIU NCR Treasurer within 30 days of the event/activity. Pre-approval to extend this time frame may be granted for special circumstances. Failure to comply with the time frames may result in a claim not being paid.

1.2 Effective October 22nd, 2020, NCR Executive members and Advocates must submit their respective claims and substantiating records within 60 days maximum of any event or activity. Unless there are unavoidable circumstances, the funds will not be allocated and will be redirected back to regional coffers.

1.3 All requests for advances must be sent to the CEIU NCR Treasurer least two weeks prior to the start of the event/activity.

1.4 All claims must include a written report of the event including the date, hours of sitting, activity, & location. In cases where the expenses are for attendance at a meeting or for union work done on behalf of the region, these details should be included on the claim form itself.

1.5 All expenses being reimbursed must be for activities within in the NCR and on behalf of the NCR with the exception of activities pre-approved by the NCR-NVP and the Regional Executive Council (REC) for activities outside the region.

1.6 Where delegates are already funded to attend conferences, conventions or training, non-funded members may still apply to the NCR subject to the approval of the Regional Events & Training Coordinator, in consultation with the REC and the approval of the NCR National Vice President. Maximum funding up to \$1000.

1.7 Where a requested activity may be eligible for funding but is denied by the NVP or the appropriate committee for reasons other than non-eligibility due to policies, the member may appeal to the REC. This appeal must be received within 10 working days of the receipt of the denial.

1.8 In the event that a request for financial approval does not fit into a budgeted line item, the expenses may be paid with prior approval from the NVP & in consultation with the REC.

1.9 If a request does not meet the standards set out in the CEIU NCR guidelines, the NVP will deny the request without taking it to the REC. He/she will do so in writing to the applicant. There will be no appeal for funding requests that are contrary to CEIU NCR policies.

1.10 Budgeted line items approved by the REC and the NCR Presidents Council members will be reimbursed as follows:

(A) NCR Presidents Council Meetings:

- All travel, accommodation, per diems, actual wage loss when requested, dependent care expenses, & parking will be paid as per CEIU National Rates for all delegates.

(B) NCR Regional Executive Council (REC) Meetings:

- All travel, accommodation, per diems, wage loss when requested, dependent care expenses, & parking will be paid as per CEIU National Rates for all delegates.

(C) NCR Women's Committee:

- The Chairperson and her committee members will be responsible for how their yearly budget is spent and for ensuring that the claims are in accordance with the NCR Guidelines.

(D) NCR Regional Training:

- When a training event is planned, it must be pre-approved by the NVP and the REC. Expenses will be reimbursed for travel, accommodation, per diems, actual wage loss when requested, dependent care, parking, registration fees where appropriate. Materials and supplies as needed.

(E) Members who wish to attend regional events or training may apply for regional funding by submitting an application form to the Regional Events & Training Coordinator who will provide a recommendation to the NVP NCR. As part of their application, members must provide an explanation on how their attendance at an event will enhance his/her ability to serve the members of CEIU and assist in their development within the labour movement.

(F) NCR NVP Expenses:

- The NVP line item will be used for travel and loss of salary within the region.

(G) NCR A/NVP Expenses:

1. NCR will budget a yearly amount, voted and approved by the Local Presidents Council, for A/NVPs to attend events that he/she is attending on behalf of NCR members;
2. When he/she is NOT acting on behalf of the NVP, any expenses incurred while the A/NVP is acting on behalf of the NVP, must be reimbursed from the NVP Regional budget unless prior arrangements are made with the NVP and the REC;
3. All activities reimbursed from the A/NVP budget must occur within the NCR Region;
4. When the A/NVP is a member of a regional committee that is being reimbursed for expenses from regional funds, the A/NVP will be reimbursed in the same manner as other participants from the appropriate budget line and not from the A/NVP budget.

(H) NCR Health & Safety Committee Expenses:

1. Committee members will be reimbursed for expenses incurred on behalf of CEIU NCR members for work/activities within the NCR Region only where the expense is NOT being paid by the employer;
2. Committee members will not be reimbursed for work/activities that are being paid for by PSAC in full;
3. Committee members will be reimbursed as per CEIU National Rates.

(I) NCR Network Meetings Expenses:

An NCR Network Meetings line will be created in the yearly budget that will be accessible to the NVP and REC for expenses needed to run their region. All funds for regional meetings will be taken from this line. Meetings may be held in conjunction with an NCR President's Council Meeting.

1. Travel expenses will be reimbursed as per CEIU National Rates;
2. Attendance at meetings and other activities on behalf of members of his/her region, as per financial guidelines;
3. Regional meetings budgets must be pre-approved by the NVP in consultation with the REC;
4. Wherever possible regional meetings will be held on a non-working day.

(J) NCR HRRR Committee Expenses:

A yearly amount will be provided for activities that fall under the NCR Human Rights and Race Relations committee.

(K) Loans for the purchase of computer equipment in the NCR:

Loans up to \$1000 maximum may be approved for purchasing computer equipment and/or programs for the use of an individual member who is designated by his/her local as the communication person for the local and for members of the REC.

1. Members applying for loans must provide a letter from their local stating that he/she will be the communications contact for that local;

2. Members applying for the loan must provide a cost estimate for the requested purchase prior to approval;
3. CEIU NCR region will grant a loan of the anticipated cost for the computer and related equipment or programs only;
4. Members approved for the loan must sign a promissory note agreeing to repay the loan over a 12-month period, prior to receiving the loan;
5. Members receiving the loan will normally be required to provide 12 post-dated checks in equal amounts to cover the repayment of the loan;
6. Members who default on the loan will be required to repay the loan in full or to return the computer equipment or programs to the region for the use of another member;
7. Members who default on a loan will not be reimbursed for any expense for work done on behalf of the NCR region until all the funds are recovered. Expenses for which the member is normally entitled will be taken from the balance of the loan until it is paid in full

(L) Quebec and Ontario Federation of Labour Conventions

1. Expenses will be paid for one or more members of each local section to attend either the Quebec or Ontario Federation of Labour Conventions, as per the Regulation;
2. Prior approval must be given before any member will be reimbursed expenses for attendance at these functions;
3. Members wishing to attend must submit a written request to the NVP at least 30 days prior to the start of the Quebec or Ontario Federation of Labour event;
4. Members requesting financial assistance must show in writing how his/her attendance will assist his/her region and be prepared to report to the locals in his/her region when asked;
5. Where more than one member from a local section requests assistance, the Event Coordinator will make the recommendation to the NVP as to which member should attend with financial assistance from the region. Where a Local President has applied in addition to other members, the NVP and the REC shall make a decision as to which members shall attend with financial assistance from the region;
6. Late applications will NOT be considered.

(M) NCR Ad Hoc Line

The NCR Region will budget yearly for a line to fund any committee or activities that may be approved by the NVP or REC as the need arises that are not already covered in the yearly budget. Expenses will be reimbursed as per CEIU National Rates.

(N) NCR Administration:

The Region will budget for administration expenses including:

1. Ongoing financial record keeping;
2. Preparing budgets and reports;
3. Independent Accountant fees, if required;
4. Yearly Audit Fees, if required;
5. Insurance as necessary, if required;
6. Travel & other expenses for Regional Executive Council members as per CEIU National rates for work/activities pre- approved by the NVP.

(O) NCR Communications:

The Region will budget for the following:

1. Monthly internet fees equivalent to the amount set by CEIU National for each REC members which have been pre-approved by the NVP;
2. Cost and set-up & maintenance of CEIU NCR web site;
3. Yearly costs of CEIU NCR web site fees.

2 - Travel

Ground Kilometers, as per Treasury Board guidelines

Receipted costs of taxis, bus, train, ferries & parking

Air Cost – cost of ticket 2 weeks prior to departure

In lieu of Air –Pay actual cost of kilometre rate X mileage, including the cost of getting to and from airports if member had been flying, and costs of parking at airport if member had been flying. Paid to a maximum of a 2-week advance air ticket purchase, whichever is less.

3 - Attendance Fees

Normal working day = \$60 (Five or more hours)

When a member is working on an ongoing regional task, he/she may bank blocks of working hours of two hours or more under the appropriate category and submit with total hours worked to be reimbursed. A written list of days and hours worked must accompany the claim as well as an explanation of what the work/activities were for.

Note: All attendance fees are taxable during a working day and T4's will be given at year end for all attendance fees.

4 - Per Diem

Will be paid as per CEIU National Rates. This is treasury board rates on working days. Currently this is \$17.30 for incidentals, 20.50 breakfast, \$20.10 lunch, \$50.65 dinner and days of rest will be paid at a rate of \$150.00 per day.

5 - Dependent Care

Will be paid as per CEIU National Rates.

6 - Honorariums

Honorariums will be paid to each member of the REC and each NCR alternate NVPs. Payments will be paid on a monthly basis upon claim form submitted and approved. These monthly honorariums will be taxable.

7 - Personal Expenditures

No expenditures of a personal nature be expensed to the region.

8 - Points Cards

Points earned on the regional credit card will be used to benefit the members of the NCR region, for union business.