

TRAVEL EXPENSE FORM

Criteria and Instructions

Policy

That all members attending Unit business/meetings be paid a travel allowance.

Procedure

1. The Unit Treasurer is responsible for the approval of claims.
2. Committee Chairpersons shall be responsible for the distribution of travel allowance claim forms and the inclusion of attendance and location in meeting minutes.
3. The Treasurer shall be responsible for the distribution of travel allowance claim forms to Executive Council members and all Officers of the Unit and Branch Affiliates.
4. Travel claims may be made for the trip from one's place of work or one's place of residence to the meeting place and the subsequent trip home.
5. Travel allowance will be paid in June. **The latest date to submit your mileage in order to receive reimbursement is the day after the last Association Rep meeting.**
6. That the Release Officers and the Office Manager be reimbursed on a monthly basis.
7. The individual is responsible for submitting claims as per the procedures.