



**LOCAL REPRESENTATIVE TRAINING TRAVEL EXPENSE INSTRUCTIONS
JULY 2020**

Purpose

The purpose of travel policy is to describe the process for representatives to file and obtain travel expenses and other travel-related reimbursements. If you are travelling in a way that is not covered by this policy or have questions that are not answered here, talk to a regional director and include a note with your expense claim when submitted.

Representatives are advised to be committed to sustainable travel options and maintain the importance of choosing the lowest-priced logical method of transport available at the time.

The following travel-related expenses are acceptable and are reimbursable:

- Airfare
- Baggage
- Change flight fees - allowable under reasonable circumstances
- Parking
- Taxi
- Tips (reasonable) - does not apply if the tips have already been included in the bill

Automobile Expenses:

Representatives are eligible to claim a per-Kilometre allowance for all work-related vehicle travel driven in a personally owned vehicle. To be consistent across Canada, mileage will be reimbursed at Canada Revenue Agency kilometric rates, presently \$0.59/km for the first 5,000kms and \$0.53/km for all kms thereafter. In the NWT, Yukon and Nunavut, the rate is \$0.63/km for the first 5,000 kms, and \$0.57km thereafter. There are no personal tax implications to the Representative for expense reimbursements.

Accommodations:

For the purpose of Local Representative Training, the NPF national office will book all accommodations. Please indicate to the NPF office if you will be accompanied by a guest. If you must cancel accommodations, please contact the NPF national office at least two days prior to the meeting.

Meals and incidentals:

When a meal has not been provided by another organization or establishment, a meal and incidental per diem reimbursement will be made in accordance with NJC Directives. If a meal has been provided and is included with your accommodations, a meal and incidental per diem should not be claimed.

The meal and incidental per diem details must be provided and should include date and specific business reason for reimbursement. Per diem rates for breakfast, lunch, dinner, and incidentals can be obtained from NJC Travel Directive website, <https://www.njc-cnm.gc.ca/directive/d10/v238/s659/en>

RESPONSIBILITIES:

- Expenses must be claimed and reported on an approved NPF expense report on a monthly basis;
- Expense claims must clearly demonstrate the reason for the travel. There must be an associated member name and/or file and/or meeting documented.

FORMS

The forms referred to in this policy can be obtained by contacting the finance department by email at: finance@npf-fpn.com.