

OSSTF District 26: Allowable Expenditure Guidelines 2023-2024

PASSED: February 15, 2022

DRAFT: November 18, 2021

AMENDED: January 29, 2024

REVIEW PERIOD: 1 year [September 2024]

Authorized expenses approved by the Executive body will be reimbursed within the allowable limits. Expense vouchers must be accompanied by original or photo/PDF copies of itemized receipts. The Office Manager automatically adjusts claims not in accordance with these guidelines. Members are encouraged to submit vouchers in a timely fashion. Exceptions to these guidelines will be made when a member requires an accommodation on human rights grounds or due to other barriers that may exist. Whenever feasible, members should identify a need for accommodation to the appropriate executive body for the event.

1. Allowable Expenditures for District-funded or Bargaining Unit (BU)-funded Provincial Events

- Will follow Provincial guidelines
- When Provincial OSSTF/FEESO provides an allowance or reimbursement to a Provincial funded District/BU representative, any locally funded members approved to attend the event shall be reimbursed an amount equal to the District/BU-funded delegate.

2. Allowable Expenditures for District/BU Local Events*

2.1 Car

- Car travel will be reimbursed per kilometre from a member's place of work to the location of the meeting to home. The rate for a driver will be the current Upper Canada District School Board's (UCDSB) mileage rate.
 - The current rate as of January 2024 is 64 cents per kilometre.
- Car-pooling – all eligible passengers must be listed on the claim. Car-pooling will be reimbursed at 10 cents per kilometre above the UCDSB rate for one passenger, and 15 cents per kilometre above the UCDSB rate for two or more passengers.
- A computerized mapping program may confirm distances.
- Toll charges, such as Highway 407, are not normally reimbursed.

2.2 Car Rental

Car rental charges will be reimbursed only if public transportation does not allow members to attend federation functions, or if the cost of car rental plus fuel is equal to or less than the regular reimbursement for car travel.

2.3 Rail/Bus

Economy or business fare will be reimbursed. If business fare is claimed, the total transportation costs must be equal to or less than the total cost to drive.

2.4 Taxi

Regular taxi charges necessary for federation business will be reimbursed. Taxi charges between cities will only be reimbursed to the maximum amount that would have been reimbursed for car travel.

2.5 Parking

Self-parking charges required for Federation business will be reimbursed.

3. **Meals**

- No claim may be made if “laid-on” meals are part of the OSSTF/FEESO activity unless there are dietary restrictions which cannot be provided by the “laid-on” meals.
- Meals may be claimed when members are in lengthy travel to or from authorized OSSTF/FEESO activities or on OSSTF/FEESO business.
- If more than one member’s meal is on the same bill, the names of each member claimed must be listed.
- Computerized receipts must include date and time.
- Tear-off stubs are not acceptable.
- An itemized receipt of what was purchased must support all claims.
- Food items or drinks outside of the meals may only be claimed by the appropriate Executive body.
- Gratuities are included in the allowable meal allowances.
- When six or more people eat together, a 15% gratuity is often added to the bill automatically. OSSTF/FEESO will not pay an additional gratuity.
- Per person allowances:
 - Up to \$30 per meal for local events if a meal is not provided or if the meeting is virtual
 - Expenses may be in the form of a grocery or restaurant gift card in place of a meal
 - Expenses must be claimed within a calendar month of the event

4. **Accommodation**

Accommodation for meetings and conferences is usually arranged by the Local Office. If accommodation is required to attend other authorized OSSTF/FEESO activities, charges for moderate hotel/motel rooms to a maximum of \$300 per night will be reimbursed. This expense must be pre-approved by the Executive body that authorized attendance at the event.

5. **Internet**

Internet access in guest rooms is included at many hotels where OSSTF/FEESO meetings are held. At venues where a fee is charged for internet access, OSSTF/FEESO will only cover the charge for District and Bargaining Unit Presidents doing federation work when attending OSSTF/FEESO-sponsored activities. Free internet access is usually available in most hotel lobbies.

6. **Childcare/Dependent Care**

- Childcare or dependent care expenses to allow members to attend authorized OSSTF/FEESO activities will be reimbursed at \$16.55 per hour, OR at the Living Wage established for the community in which the member resides (whichever is higher).
- For reimbursement at the Living Wage, the member **must** provide documentation identifying that a Living Wage has been calculated for the community and provide proof of payment at that rate. Communities with a living wage are listed at www.ontariolivingwage.ca/living_wage_by_region
- The maximum reimbursement for a day will be 10 hours, regardless of the number of dependents.
- If overnight care is needed, up to \$50 will be provided for overnight care.
- Reimbursements will include immediate family members, excluding parents and guardians, as eligible caregivers.
- Receipts from the childcare or dependent care provider must be provided.
- If there are exceptional circumstances, contact the District Office in advance for consideration of special approval.
- An expense declaration form is found on our website for use for childcare/dependent care if a formal receipt cannot be provided by the caregiver.

7. Pet Care

- For up to a 24 hour period, up to \$50 will be provided for care, regardless of the number of pets.
- Reimbursements will exclude members of the household. If child/dependent care is claimed, pet care cannot be claimed for the same day.
- Receipts from the pet care provider must be provided.
- If there are exceptional circumstances, contact the District Office in advance for consideration of special approval.
- An expense declaration form is found on our website for use for pet care if a formal receipt cannot be provided by the provider.

8. Elections for Executive Positions

- See the D26 District and BU Election Policies and Procedures

9. Non-Eligible Expenses

- Hotel services such as movies, mini-bar items and laundry
- Entertainment and refreshments unless included in the meal allowance
(These costs may only be claimed with the prior approval of the Executive Body.)
- Any other expenses that are not normal federation expenses

* *The Allowable Expenditure Guidelines will not apply for non-executive members to attend Bargaining Unit or District Annual General Meetings or All-Member Meetings unless exceptional circumstances apply. The member may request an approval based on exceptional circumstances to the appropriate executive body prior to the event. Bargaining Unit and District Executive members can apply for reimbursement based on these Allowable Expenditure Guidelines.*