

UOITFA Travel and Reimbursement Policy

The fundamental principle underlying these guidelines is that UOITFA members should not be out of pocket for necessary expenses incurred while on UOITFA business, providing such expenses are reasonable. UOITFA will not be responsible for undue charges. A list of Potential Expenses is found below. UOITFA will pay for return transportation (including airport transfers, taxi, or public transit fares, parking), hotel accommodation, dependent care, and necessary meals following Per Diem Rates listed below.

In most cases, meal receipts are not required for UOITFA purposes while attending meetings, conferences or workshops. However, UOITFA does require receipts for accommodation and transportation (e.g., air, train, taxi). All receipts should be attached to a list of claimable expenses, including a brief description, with a date and your signature, and submitted to the UOITFA office. Note that attendance to OCUFA and CAUT meetings may be reimbursed by that organization as laid out by the guidelines below.

Payment of expenses is normally contingent upon pre-approval of attendance by the Executive, full attendance at the meeting and submission of the required receipts as mentioned in the UOITFA Procedures and Guidelines

UOITFA Procedures and Guidelines

Attending OCUFA events

Examples of OCUFA events include (but is not limited to):

- OCUFA Board of Directors Meeting
- OCUFA Finance Committee Workshop
- OCUFA Collective Bargaining Committee Meeting
- OCUFA Grievance Committee Meeting
- OCUFA Equity and Social Justice Committee Meeting
- OCUFA Grievance Workshop
- OCUFA Contract Faculty Committee Meeting

OCUFA normally reimburses for one representative to attend meetings depending on the event. [OCUFA's travel policy can be found here](#). Refer to OCUFA travel policy for booking and travel arrangements. The UOITFA representatives to these meeting and/or workshop will be decided by the Executive Committee. Expenses incurred by those representatives as they participate in the event not reimbursed by OCUFA, will be reimbursed according to the UOITFA guidelines.

In cases where a member wants to attend an OCUFA event not refunded by OCUFA, their attendance will first have to be pre-approved by the Executive committee before

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signing up for the event according to the UOITFA Reimbursement guidelines stated below. Expenses incurred from attendance to the event without pre-approval will normally not be refunded.

Attending CAUT events

Examples of CAUT events include (but is not limited to):

- CAUT Council
- CAUT President's Forum
- CAUT Senior Grievance Officer Forum
- CAUT Chief Negotiators Forum
- CAUT Equity Conference

CAUT typically pays for one member Delegate's travel (car/VIA/flight) for each CAUT Council meeting according to the CAUT travel policy. The reimbursement for all other expenses incurred while attending the council follows the UOITFA Reimbursement guidelines. If another executive member wishes to attend the council, their attendance will have to be pre-approved in order to receive reimbursement for any expenses. [CAUT's reimbursement policy for CAUT Council can be found here.](#)

If you have been elected to a CAUT Committee or appointed as CAUT Defense Fund Trustee, all your meeting-related expenses will be paid by CAUT according to their policies. [CAUT's reimbursement policy for CAUT Committees can be found here.](#)

The UOITFA will reimburse expenses relating to the attendance of CAUT Workshops or Conferences according to the UOITFA Reimbursement guidelines, for members who have been pre-approved by the Executive Committee to attend the workshop/conference. If you are an event organizer you are likely a member of a CAUT Committee in which case CAUT will cover your expenses. [CAUT's reimbursement policy for workshops can be found here.](#)

Please contact the UOITFA Office if you have questions about reimbursements through CAUT or CAUT's travel policies.

Pre-approval Procedure to Attend Events on Behalf of the UOITFA

If you would like to attend an event on behalf of the UOITFA and you are not the delegate member already approved to attend the event, as decided by the Executive Committee, you must be pre-approved and authorized by the Executive Committee **in advance** of registering for the event. To seek pre-approval, fill out the UOITFA Travel and Budget Approval Form and submit it to the UOITFA Office at least one month in advance so it can be considered by the Executive Committee.

If you are unable to provide the documentation with one-month notice, email the Travel and Budget Approval Form to the UOITFA Office as soon as possible with a quick explanation for the late submission. If the Executive Committee is unable to assess the submission, the UOITFA President and the Treasurer will review your application and inform you of their decision as soon as possible. Members who registered to attend meetings or workshops without pre-approval may not have their expenses refunded.

UOITFA Reimbursement Guidelines

The following describes the reimbursement provided by UOITFA when members attend events that are not refunded by OCUFA or CAUT. Provide all accommodation and transportation receipts to the UOITFA Office when you claim your expenses. In the event that a traveler incurs costs for changing or cancelling a travel itinerary, those additional costs may be reimbursed partially or in full at the discretion of the Treasurer and President, provided that the traveler has made reasonable efforts to avoid or minimize such costs.

AIR

Choose the least expensive airfare available. In no case will UOITFA pay more than the regular/basic economy fare.

TRAIN

Normally, book economy fares. Business class may be used only if you are travelling over a meal time and/or when the travel expense is going to be refunded by CAUT or OCUFA, in accordance with their respective policies.

CAR

If you prefer renting a car, choose an economical car that provides space sufficient for the number of travelers. The cost of car rental, gas during the trip and car rental insurance may be claimed for refund.

If you must use your own car, mileage will be reimbursed at a rate of \$0.57/km. Note that UOITFA does not pay beyond these rates to cover cost for gas or insurance. In case of an accident, you (and your personal insurance) are solely responsible for the extra cost.

Non-toll routes should be preferred. Note that you must seek pre-approval if you wish to use a toll route. Toll routes without pre-approval may be reimbursed if reasonable justification is provided.

In addition to any receipts, provide a google map of your kms to the UOITFA Office when you claim your expenses.

PARKING

Parking may be claimed where necessary.

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PUBLIC TRANSIT/TAXI

To travel to and from the event, use public transit when efficient and safe to do so. Taxi and other driving services charges are allowable where necessary. The UOITFA endorses the use of unionized driving services whenever possible.

MEALS

You do not need to submit receipts for meal expenses. Instead, a per diem rate will be given as follows for every day of the meetings/conferences/workshops and for the travelling days:

- Breakfast \$17
- Lunch \$25
- Dinner \$43
- Sundry \$17
- Maximum total per day of \$102 dollars.

Meals provided at meetings conferences, workshops or during travel to and from the meeting, will be deduced from the per diem amount.

HOTELS

When possible, reserve early using the lowest conference rates arranged by CAUT, OCUFA, and others for their events.

MISCELLANEOUS

The following items will not be reimbursed: hotel services, movies, minibars, laundry, personal entertainment, alcohol, snacks, and refreshments. Use the sundry to pay for those expenses.

DEPENDENT CARE

Members may apply for reimbursement of costs associated with providing alternative care for dependent(s) that normally rely primarily upon the member for physical care. Notice of such arrangements, including an estimate of the costs, should be made to the UOITFA office at least one week prior to the commencement of going to an event unless special or emergency circumstances arise. Receipts are required for reimbursement and must show the date(s), number of hours and total amount paid.

Submission of Expense claims

Fill in and submit the Expense Claim form along with all your all your expense receipts within one (1) month of returning from the event to the UOITFA office. If you expect delays submitting your receipts or need more time for the submission, please contact the UOITFA office in order to keep us informed of the upcoming expenses.

Stale Dated cheques

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Cheques received from the UOITFA should be cashed within one (1) month of receiving the cheque. If a cheque is not cashed and becomes stale, the recipient will have to contact the UOITFA Office within three months of the cheque becoming stale and another cheque will be issued one more time only. Normally, if the cheque becomes stale a second time, the money will return to the UOITFA.