



Canada Employment
and Immigration Union



Syndicat de l'Emploi et de
l'Immigration du Canada



CEIU Travel Policy



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SECTION 1 – INTRODUCTION

1.1 Policy statement

It is the policy of CEIU to ensure consistent and equitable treatment of all individuals who are required to travel on authorized CEIU business.

The provisions contained in this policy are mandatory. These provisions provide for the reimbursement of **reasonable expenses** incurred while travelling on CEIU business.

Unionized facilities, suppliers and services **must be** used whenever available and possible.

All travel, including exceptions, requires pre-authorization from whoever is authorizing the event. The entitlements of the traveler will be determined in accordance with the provisions of this policy.

The CEIU National President has the discretion to consider exceptions when applying this policy for national events and the respective National Executive Vice-Presidents have the discretion to consider exceptions when applying this policy for regional events.

This policy is subject to be reviewed immediately following each CEIU National Convention or as determined by the National Executive. Any changes to the CEIU Travel Policy require approval by the National Executive.

The responsibility for the CEIU Travel Policy belongs to the CEIU National Executive.

SECTION 2 – ADMINISTRATION

2.1 Authorization

2.1.1 As all travel needs to be pre-authorized, the CEIU's organizers' responsibility will authorize the mode of transportation based on cost, convenience, safety, and practicality, subject to the provisions of this policy, considering the traveler's preferred method.

2.1.2 Personal travel can be booked through the CEIU Travel Agency but must be charged to a personal credit card.

2.1.3 Individuals travelling on CEIU business are entitled to transportation and accommodation that is comfortable and of good quality. Allowance, rates, reimbursements and conditions of payment shall be sufficient to meet reasonable, legitimate expenses that are necessarily incurred because of the requirement to travel.

2.1.4 It is the responsibility of the person authorizing travel and the traveler to be familiar with this policy. Any questions regarding the application of this policy should be reviewed with the person authorizing the travel.

2.1.5 Should a change in your regular itinerary on route occur or if emergency travel is required, please contact CEIU's Travel Agency Emergency Line.

2.1.6 Approval of all changes from the pre-authorized travel arrangements, such as adjustments to itinerary, changes in mode of transportation, revisions to work schedules that affect, for example, weekend travel home, and alterations to overnight accommodation arrangements should be obtained in advance.

2.2 Responsibilities

2.2.1 The CEIU event organizer(s):

- determines whether travel is necessary and pre-authorizes travel.
- ensures that this policy is available to all CEIU travelers.
- ensures that the selection and reservation of appropriate arrangements (transportation, accommodation, advances, etc.) are consistent with the provisions of this policy; and
- verifies and approves travel expense claims.

2.2.2 The traveler is responsible for:

- being familiar with the CEIU Travel Policy.
- obtaining authorization prior to travel.
- submitting, within 90 days after completion of the travel, fully completed travel expense claims with necessary supporting documentation, original receipts and explanations of changes as required; for claims submitted electronically, a copy of the original receipt can be scanned, or taken as a picture, but must be legible
- knowing that their claims may be denied, if it is sent after the 90

- days required after completion of the travel
- the safeguarding of travel advances and funds provided.

2.3 CEIU Travel Agency

2.3.1 Travel agent contact information:

VOYAGES W. E. TRAVEL

Email address: Ottawa@wetravel.net

Web page: www.wetravel.net

Reservation office hours: Monday to Friday
8:30 a.m. to 5:00 p.m. (EST)

Telephone: 613-232-9908
or Toll free: 888-676-7747 (Ottawa)

The Vancouver Office may only be contacted outside of the Ottawa regular hours listed above: 800-663-4703 (Vancouver)

If you have 10 or more people attending meetings, or different meetings of smaller numbers in the same city, please ensure you register your group event with W.E. Travel to obtain any available discounts.

24 HOUR EMERGENCY TRAVEL CENTRE 1-800-787-6030

2.4 Travel problems and complaints

2.4.1 All problems and complaints should be fully documented in writing and sent by email to the event organizer(s).

2.5 Travel advances

2.5.1 Two weeks prior to the event, travelers on CEIU business shall, upon request, be provided with a travel advance to cover per diem expenses only.

2.6 Gifts, hospitality and other benefits

2.6.1 Coupons, vouchers or other benefits such as accommodation, which are received due to delays, or benefits such as from Travel Loyalty Programs (TLP) can be used by the traveler for personal use. Claims

should not be made for any such benefits that have been provided free of charge to the traveler. The appropriate explanations should be written on the expense claim or an accompanying document.

2.7 Receipts

2.7.1 For claims submitted electronically, receipts must accompany the claim to be processed. A 2nd claim can be submitted later within the 90-day period from the event if not all expenses are submitted when the previous claim was submitted (ex: return taxi fare)

2.7.2 The only expenses for which receipts are not required are as follows:

- meal allowances (unless otherwise specified).
- private accommodation
- taxis utilized for which the cost is \$10.00 or less.
- kilometric allowance.
- parking meters or tolls.

2.8 Overpayments

2.8.1 The CEIU is required to recover all overpayments made to travelers.

2.9 Rest Periods

2.9.1 To alleviate fatigue, a suitable rest period of up to 12 hours may be allowed between the time the traveler arrives at the destination (home, hotel, event)-and the time the traveler is required to report for work.

SECTION 3 – INSURANCE

3.1 Insurance plans and compensation

3.1.1 Coverage will be provided if injuries are sustained while traveling to union activities or because of the participation in Union activities which include attending conferences, meetings, demonstrations.

- Co-operators General Insurance Company

3.2 Car rental insurance

3.2.1 It is the traveler's responsibility to ensure that proper and sufficient insurance coverage is purchased for full bumper to bumper coverage, from the car rental agency for the entire period that a car is rented for CEIU business, which will be reimbursed by CEIU.

3.2.2 The CEIU assumes no financial responsibility for privately owned motor vehicles other than paying the authorized kilometer or the maximum allowed for driving rate (depending on the authorization). The CEIU is not responsible for reimbursing deductible amounts related to insurance coverage.

SECTION 4 –TRANSPORTATION

4.1 Commercial transportation

4.1.1 The CEIU may provide different mode of–transportation–for specific events (example: bus for convention, conferences, etc.)

4.1.2 Commercial air transportation is the most common method of travel for distances more than **450 km (one way)** the use of a privately owned motor vehicle (POMV) or car rental may be authorized. (See Section 4.6. for guidelines on the use of POMV).

4.1.3 All commercial air and train transportation are to be booked using the travel agency chosen by the CEIU and charged to the CEIU Corporate Credit Card unless otherwise authorized.

4.1.4 When commercial transportation by air or train is authorized, the CEIU Travel Agent will provide the traveler with the necessary prepaid electronic tickets.

4.1.5 When commercial transportation other than by air or train is pre-approved and used, the traveler shall be reimbursed for actual and reasonable transportation costs based on receipts.

4.1.6 Any changes or cancellations beyond the control of the traveler, after tickets have been issued, require the authorization of the signing authority responsible.

4.2 Commercial air travel

4.2.1 If access to the CEIU Travel Agent is unavailable or, where it is not possible to use the services of the CEIU Travel Agent, a traveler will be reimbursed for the actual and reasonable unionized commercial air transportation costs based on receipts. In these circumstances tickets should be purchased directly from the carrier rather than through a travel agent.

However, every reasonable effort by the member is required to try and get pre-approval and obtain approval for their travel when the CEIU Travel Agency is unavailable.

4.2.2 The standard for air travel is the most economical class including advanced seating assignment and the reimbursement of one (1) baggage fee for each direction of travel (if not only already included in cost of ticket) on unionized carriers.

4.2.3 Reimbursement of transportation costs for airfare and accommodation to an alternate location for personal reasons will not be reimbursed. However, it will be considered if it is more effective and pre-authorized.

4.3 Train

4.3.1 If access to the CEIU Travel Agent is unavailable or, where it is not possible to use the services of the CEIU Travel Agent, a traveler will be reimbursed for the actual and reasonable unionized commercial rail transportation costs based on receipts. In these circumstances tickets should be purchased directly from the carrier rather than through a travel agent.

However, every reasonable effort by the member is required to try and get pre-approval and obtain approval for their travel when the CEIU Travel Agency is unavailable.

4.3.2 When rail travel is authorized it should normally be economy class, except when rail travel exceeds four (4) hours, business class travel is authorized.

4.4 Taxi/local transportation

4.4.1 Unionized taxi services are preferred and should be used, where

available, when local transit or airport shuttle services are unavailable or impractical.

4.4.2 All claims for taxi fares or local transit of more than \$10.00 (one way) require receipt.

4.5 Car rentals

4.5.1 Rental vehicles may be pre-authorized where this mode of travel is economical and practical. The traveler is responsible for providing the reasons for the rental and the cost savings.

4.5.2 Travelers may use the CEIU Travel Agency for reservations and rentals. The CEIU Travel Agency reserves cars with unionized companies whenever possible and at preferred rates. Only the authorized travelers should be registered as the driver on the car rental agreement.

4.5.3 An intermediate vehicle is the usual standard. Higher vehicle categories may be pre-authorized where the bulk or weight of the goods to be transported, or an extenuating circumstance warrants the authorization of a higher vehicle category (such as unsafe road conditions or if two or more passengers have been authorized to travel together).

4.5.4 In an emergency, where the Travel Agent cannot book car rentals, travelers should deal directly with unionized car rental companies wherever possible.

4.5.5 If the rental charges are higher than those obtained by the CEIU Travel Agent an explanation should be provided on the travel claim. Drop-off charges will be authorized where it is cost beneficial and should be pre-authorized.

4.5.6 The traveler is required to provide a credit card for all car rental reservations and at the time of pickup at the car rental location.

4.5.7 Gasoline expenses will be reimbursed by the CEIU with receipts. Travelers are required to use the most direct routes and claim for distances driven while on CEIU business travel (from the authorized point of departure to the destination and return and any other distances driven on CEIU business at the destination).

4.6 Privately Owned Motor Vehicle (POMV)

4.6.1 When a traveler is pre-authorized to proceed on CEIU business, travel between home and a carrier's terminal, taking into consideration the necessary luggage involved, shall be by the most economical and practical means. Use of private vehicles shall be reimbursed at the CEIU kilometric rate for the portions driven by the traveler, plus parking charges where it is cost-effective to leave a private vehicle at the public carrier's terminal during the period of absence. Payments in excess of those normally incurred such as road, ferry, bridge, tolls, and parking charges shall be reimbursed based upon receipts.

4.7 Traveler as a passenger in a private vehicle

4.7.1 Travelers may arrange to have another person (ex: partner) drive them to or pick them up from a public carrier's terminal. In either case, the amount claimable by the traveler, and not the other person driving, must be based on the most direct road route and each round-trip cost claimed cannot exceed the one-way taxi fare to and from the carrier's terminal.

4.8 Maximum Allowed for Driving

4.8.1 A traveler who chooses to use his/her privately owned motor vehicle to suit his/her own convenience for **distances of more than 450 km**, one way, will be reimbursed for a kilometric distance at the applicable rate plus parking, and toll, **up to a maximum of \$1000 (round trip)**.

4.8.2 The traveler authorized to travel by private vehicle shall be entitled to claim expenses, salary entitlement and meals in accordance with rates specified in CEIU Regulation 3 for the period of the absence that would have been applicable had commercial transportation been used.

4.9 Parking

4.9.1 Self-parking costs will be reimbursed upon presentation of an original receipt, where the use of a vehicle has been approved. Valet parking charges are not reimbursed unless the hotel or venue prohibits guests from parking their own vehicles.

SECTION 5 – TRAVELERS WITH ACCOMMODATION FOR A DISABILITY

Where a traveler incurs expenses related to their accommodation, CEIU will reimburse these expenses provided they are **pre-authorized**. Receipts are required and a doctor's note might be required.

SECTION 6–ILLNESS, INJURY AND DEATH WHILE IN TRAVEL STATUS

6.1 Illness and injury while in travel status

6.1.1 Should a traveler become ill while in travel status, the cost of transportation to medical treatment will be covered.

6.1.2 A traveler shall be reimbursed necessary expenses because of illness or injury, to the extent expenses are additional to those that may be incurred in their absence from home and were not otherwise payable to the traveler under an insurance policy or authority.

6.2 Death while in travel status

6.2.1 If a traveler dies while in travel status, the CEIU shall authorize the payment of necessary expenses that are additional to those which might have been incurred had the death occurred in the headquarters area. Included in the expenses payable under this article are:

- at the place where death occurred: ambulance, hearse, embalming, outside crate (but not the cost of a coffin) and any other services or items required by local health laws, and
- transportation of the remains to the place of residence at the time of travel, or, if desired by the survivors, to another location, up to the cost of transportation to the place of residence at the time of travel. Costs for an escort over and above the costs included in transporting the remains are payable only when the law requires the attendance of an escort.

SECTION 7 – ACCOMMODATION

7.1 Reimbursement and standards

7.1.1 It is the responsibility of the CEIU to select accommodation for travelers. The traveler shall be reimbursed for actual and reasonable

expenses for commercial unionized accommodation. Receipts are required for payments in commercial accommodation.

Unless work-related reasons require the use of specific accommodation, a traveler's request for other unionized commercial or non-commercial accommodation shall be considered in advance by CEIU.

7.1.2 It is the responsibility of the traveler to identify themselves as a CEIU traveler to ensure the most economical and unionized rate for commercial accommodation (if one is available).

7.1.3 A list of commercial unionized accommodation in Canada is available by request at the CEIU National Office or one of the Regional Union Offices (RUO)

7.1.4 All hotel accommodations are to be booked using the CEIU travel agency who will assist with the guarantee of the reservation and payment if this is required by the traveler (ex: traveler has no personal credit card).

The traveler is responsible for any personal or incidental expenses that is charged to their room.

If the traveler wishes to pay for the room and tax of the accommodation, claiming reimbursement will be done by completing an CEIU Expense claim.

7.2 Cancellations, guaranteed reservations and hotel overcharges

7.2.1 When travel plans change, and the accommodation will not be required; the traveler shall ensure that reservations are cancelled through the CEIU Travel Agent or directly with the commercial establishment(s). Proof of cancellation should be obtained

7.2.2 It is the responsibility of the traveler to cancel reservations a minimum of 24 hours prior to arrival to avoid "no-show" charges.

7.3 Private non-commercial accommodation

7.3.1 Although travelers generally stay in commercial accommodation, the CEIU will authorize a traveler to arrange for private, non-commercial accommodation. A traveler who makes such arrangements shall be reimbursed **an amount of up to \$100** for each night this accommodation is occupied in Canada or abroad (US\$ in the United States).

7.4 Accommodation within headquarters area

7.4.1 Reimbursement for overnight accommodation within a traveler's headquarters area shall be authorized subject to prior approval

SECTION 8 – MEALS, INCIDENTALS AND OTHER EXPENSES

8.1 General

8.1.1 The meal allowance rates contained in this policy are based on the consumption of meals in restaurants and are directed at travelers who are in travel status away from the vicinity of their headquarters area.

8.1.2 Breakfast can be claimed if traveler leaves home before 8 a.m. Dinner can be claimed if traveler arrives home after 6 p.m.

8.1.3 Meal allowance rates for locations in Canada and the continental United States are found in CEIU Regulation 3. To ensure that these rates remain adequate, they will be reviewed and, if warranted, adjusted based on changes in costs.

8.1.4 For each day or part day in travel status where overnight accommodation is authorized, a traveler shall be paid a meal allowance for each breakfast, lunch and dinner when applicable.

8.1.5 For each day that the traveler is out of the office on CEIU business, the appropriate meal allowances will be paid. No additional amount may be claimed for meals, or for the gratuities associated with meals. Receipts are not required.

8.2 Meals provided

8.2.1 When a full meal is provided by the CEIU as part of catering for meetings, conferences and other activities, the traveler shall not claim, nor be reimbursed by the meal allowance. However, travelers may claim meal allowances even when full meals have been provided as part of the accommodation rate or as part of the commercial carrier's ticket price.

("Full meal" in 8.2.1 does not refer to snacks or light refreshments provided as part of a morning break for example (such as a muffin and coffee) or to a welcome reception which is not intended to replace a meal).

8.3 Incidentals

8.3.1 The CEIU determines the incidental expense allowance rate which is subject to CEIU review and authorization. The CEIU meal allowance rates can be found CEIU Regulation 3.

8.3.2 When overnight accommodation is authorized and used, a traveler shall be paid an incidental expense allowance that covers several miscellaneous expenses, including the cost of gratuities, for each day or part day in travel status as follows:

- when a traveler visits locations in Canada and the United States on the same day, the incidental expense allowance paid shall be that for the location where the day commences.
- for extended periods in travel status of two months or more, the incidental expense allowance is included as part of the appropriate meal allowance rate and hence, are not reimbursed separately.
- The incidental expense allowance is not paid where, for example, a late-night flight arrives in the traveler's headquarters area after midnight).

8.4 Per Diem (flat rate)

8.4.1 A reasonable per diem flat rate may be paid in lieu of meal and incidental expense allowances, kilometric distances, parking, and taxi. The amount of the per diem and the items to be included are authorized by the CEIU for each event.

8.5 Telephone calls

8.5.1 A traveler on travel status within Canada and the continental United States shall be reimbursed the extra costs incurred for local and long-distance telephone calls for CEIU business. Any surcharges (i.e.: if calling from a hotel), will be reimbursed. Receipts are required.

8.5.2 For each night a traveler remains in overnight travel status they shall be reimbursed for the cost of one ten (10) minute long distance call. Related service charges shall form part of the cost of the call.

8.6 Excess luggage & other related expenses

8.6.1 A traveler shall be reimbursed for costs incurred in transporting CEIU-owned equipment or materials at excess luggage rates, if the CEIU determines that it is necessary for the equipment or materials to be taken on the trip. Receipts are required.

8.6.2 Excess luggage rates for personal items will not be reimbursed.

8.6.3 A traveler who is in travel status for 10 nights or more may be reimbursed the excess luggage rates. Receipts are required.

8.6.4 Travelers shall be entitled to reimbursement of the cost to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the airline carrier. Where coverage is not provided, travelers will require pre-approval from the CEIU prior to incurring the expense and may be required to submit a statement from the carrier.

SECTION 9 – FAMILY CARE WHILE IN TRAVEL STATUS

9.1. CEIU Family Care Policy

The most up to date CEIU Family Care Policy is available on the CEIU website at www.ceiu-seic.ca

SECTION 10 - EXTENDED PERIODS IN TRAVEL STATUS

10.1 General

10.1.1 This section of the policy applies to CEIU staff on short term assignments in different locations from home or to members on union business (i.e.: negotiating teams) over several weeks.

10.2 Weekend travel home

10.2.1 A traveler who is in travel status that extends through or beyond a weekend is eligible for weekend travel home provisions subject to pre-authorization and the provisions contained in this policy. Weekend travel home is intended to remove the hardship of absence from home.

Authorization will be based on the following criteria:

- a) work schedule permits the traveler to be absent; and
- b) appropriate private or public transportation is available, and its use is both practical and reasonable.

10.2.2 Provided that the requisite criteria are met, a traveler in travel status who returns home over a weekend shall be reimbursed for actual transportation costs up to an amount not exceeding the cost of maintaining the traveler in travel status (i.e., accommodation, meals and incidental expense allowances, telephone calls home).

10.2.3 When a traveler is in travel status for a period of more than thirty (30) consecutive days where travel home every weekend is impractical (due to distance), provided that the traveler is in continuous travel status, the traveler may return home on average every third weekend.

The traveler will be reimbursed the most economical return airfare, the necessary ground transportation to and from the carrier's terminal and applicable meals. Meals and incidentals at weekend destination (i.e.: home) will not be reimbursed.

10.2.4 When the traveler plans to be away for the weekend from the travel location, the traveler is responsible for cancelling hotel arrangements at the travel location.

10.2.5 Provided that the traveler is not required by the CEIU to remain at the duty travel location, a traveler may choose to spend the weekend at an alternate location. To be eligible for reimbursement, the traveler shall cancel charges for accommodation (and meals provided on-site) at the duty travel location, provide a receipt for alternate commercial accommodation and be eligible for reimbursement up to the amount that would have been incurred if the traveler had remained at the duty travel location.

10.3 Alternative to weekend travel home

10.3.1 As an alternative to weekend travel home by the CEIU authorized traveler, their spouse/dependent may be authorized to travel to the CEIU traveler's assigned work location, provided that the provisions contained in the Travel Policy are met.

The transportation expenses (airfare and ground transportation) incurred by the spouse/dependent for a round trip to the traveler's travel location will

be reimbursed. Such travel should be booked through the CEIU Travel Agent. Receipts are required, and the cost incurred by the other person for this round trip must be equal to or less than the round-trip cost if the traveler had exercised the option of returning home.

The CEIU will only cover transportation costs for the spouse/dependent and will not be responsible for any other expenses incurred by this individual.

10.4 Other extended travel periods

10.4.1 There are situations where the traveler is required to leave their headquarters area for several months to live in another community for reasons of training or work assignments.

10.4.2 When the period of staying at another location or at successive locations is two months or less, the traveler will be in travel status.

10.4.3 When the period of stay at another location or at successive locations is more than two months the traveler will be in extended travel status and appropriate arrangements will be made by the CEIU for suitable self-contained accommodation obtainable at weekly or monthly rental rates.

10.4.4 For periods in extended travel status of two months or more, incidental expenses are reimbursed as part of the composite meal and incidental allowances rates (Per Diem).

SECTION 11 – TRAVEL OUTSIDE CANADA

11.1 Scope

11.1.1 This section includes only those provisions that are unique to travel outside Canada and overseas travel. The general policy also applies to these travel situations except as outlined in this Section.

11.2 Approval

11.2.1 Approval of all travel outside Canada is delegated to the National President.

11.3 Accommodation

11.3.1 All hotel accommodations outside Canada should be booked using

the CEIU travel agency and charged to the personal credit card of the traveler. Government hotel directories should also serve as a guide for the cost, location and selection of accommodation. Only those establishments that provide adequate accommodation at reasonable rates should be used. Where accommodation is available at establishments that are not listed but offer more competitive rates, the use of such accommodation is encouraged.

11.4 Meals

11.4.1 Daily meal allowances apply to each full day in travel status and recognize that travelers are often restricted to the vicinity of the major hotels and related higher restaurant meal costs. The authorized rate is the established rate for the travel location and such rate has already been converted for Canadian currency rate.

11.4.2 Meals taken during part days in travel status are reimbursed in accordance with the individual meal rates as outlined in CEIU Regulation 3.

11.4.3 Private, Government, Self-Contained, Non-Commercial accommodation

When a traveler occupies private, government, CEIU, non-commercial or self-contained accommodation while travelling on official CEIU business to a location abroad for which an authorized meal allowance has been established, an amount equal to 100 per cent of that allowance shall be paid.

11.4.4 Unspecified Rates

Where no meal allowance has been established in a given country or where sudden changes in currency exchange rates or high inflationary trends may invalidate the specified meal allowance, actual and reasonable expenses shall be reimbursed.

11.5 Incidentals

11.5.1 The incidental expense allowance paid shall be based on the foreign meal allowances ~~as outlined in Appendix B~~, as appropriate, or actual and reasonable costs where no meal allowances are listed for a given country. Incidentals are calculated based upon meal allowances paid for each day or part day in travel status where sleeping accommodation is authorized. When incidentals are claimed, no additional

amount may be claimed for gratuities.

11.6 Other expenses

11.6.1 A traveler on travel status outside Canada shall be reimbursed the costs incurred for local and long-distance telephone calls necessarily placed because of CEIU business. Receipts are required for all calls placed while on this travel status.

11.6.2 The costs incurred in converting reasonable sums to foreign currencies and re-converting any unused balance to Canadian currency shall be reimbursed based on receipts. Where such receipts are not attached to the travel claim, the average of the Bank of Canada currency exchange rates shall apply, based on a random sample of days in travel status selected by the CEIU. However, where a traveler has not provided receipts for travel in a country where a recognized tourist rate of exchange exists, this rate shall be used as the basis for calculating the reimbursement of expenses.

11.6.3 Insurance - See Section 3.2, Travel outside Canada – Insurance.

11.6.4 Travelers shall be entitled to reimbursement of the cost to cover repairs to or replacement of lost or damaged luggage while travelling, except where such coverage is provided by the airline carrier. Where coverage is not provided, travelers will require pre-approval from the CEIU prior to incurring the expense and may be required to submit a statement from the carrier.

11.6.5 When a traveler is required to proceed outside Canada on authorized CEIU business, the CEIU shall reimburse costs for obtaining an appropriate official passport or visa, and any required inoculations, vaccinations, X-rays and certificates of health, at no expense to the traveler.

Definitions

National Executive - is composed of the National President, the National Executive Vice President and the Regional and portfolio Vice-Presidents.

Approval - means the person authorizing the travel expense claim.

Business travel – means all travel authorized by the CEIU and is used in reference to the circumstances under which the expenses prescribed in this policy may be paid or reimbursed from CEIU funds.

Commercial accommodation – means hotel or motel type of accommodation or a similar commercial establishment that provides lodging at an established rate.

Continuous travel – Period of uninterrupted travel between the traveler's initial point of departure and the final destination.

CEIU – means the Canada Employment and Immigration Union.

Dependent child - means an employee's or spouse's biological, legally adopted, under Aboriginal customs or stepchild who is unmarried, unemployed, dependent and under the age of 21 if not in full time attendance at an educational institution, otherwise under the age of 25 or no age limit if the dependent child has a permanent disability.

Economy – means the standard class of air travel, including special discount fares. It excludes first class and business/executive class or equivalents.

Exceptions - means unusual circumstances or special needs that have not been covered in this policy. The AEC, and/or the Branch Directors and/or the Section/Regional Coordinator have the authority to approve exceptions and make individual decisions that are not covered in this policy.

Headquarters area– means an area surrounding the workplace having a radius of 16 kilometres, centered on the workplace.

Kilometric allowance - means the rate based on province of registration, payable for all authorized travel by motor vehicle.

Maximum Allowed for Driving means the amount paid to a traveler when he/she chooses to travel by privately owned motor vehicle for distances over

450 kms one way, when commercial air or rail transportation is available. The amount paid will be the kilometric distance at the applicable rate, up to the maximum of \$1000 (round trip).

Per diem - means the rates for breakfast, lunch, or dinner as indicated in Regulation 3

Non-commercial accommodation and private non-commercial accommodation – mean a private dwelling owned or rented by an acquaintance or relative with whom the traveler does not normally reside, campsites, or other accommodation where incidental expenses are minimal.

POMV - means Privately Owned Motor Vehicle.

Receipt – means an original document or carbon copy or certified true copy showing the amount of expenditure, itemized where possible, the date and indicating proof of payment.

Reasonable expenses – means the specific, itemized expenses incurred, based on receipts, excluding alcoholic beverages, up to the amount determined by the CEIU to be justifiable under the circumstances.

Spouse means a person to whom an employee or member is legally married, or a person with whom an employee or member is cohabiting and who has been identified to the CEIU as the employee's spouse regardless of sex.

Travel Loyalty Program - Frequent Flyer points - means benefits offered by the travel industry for business or personal use.

Traveler – is used in this policy to designate both CEIU employees and members who travel on authorized CEIU business.

Travel status – means absence from the traveler's headquarters area on CEIU business travel.

WE Travel Service - is currently the unionized travel agent company that is utilized by the CEIU.

Workplace – is the location at or from which a traveler ordinarily performs the duties of his or her position and, in the case of a traveler whose duties are of an itinerant nature, the actual building to which the traveler returns to

prepare and/or submit reports, etc., and where other administrative matters pertaining to the traveler's employment are conducted