



Unifor Local 52A.01 Per Diem for Meeting Expenses

FROM UNIFOR LOCAL 52A.01 POLICIES & PROCEDURES, POLICY #5:

All reimbursements shall be authorized by any of the following: President, Vice-President or Treasurer.

Meeting Expenses:

For union related activities and/or professional development, which occurs outside of the Edmonton area or for over 6 hours in one day within Edmonton, the following guidelines shall apply:

- *All air/rail/bus and ground transportation, and accommodation expenses will be reimbursed upon submission of receipts to the Treasurer.*
- *A per diem rate of \$90.00 per day or \$45.00 per half day will be paid.*

Arrangements must be made with the Treasurer at least one week in advance.

APPLICANT'S NAME: _____

SCHOOL/SITE NAME: _____

CONVENTION/CONFERENCE NAME: _____

CONVENTION/CONFERENCE LOCATION: _____

CONVENTION/CONFERENCE DATE: _____

# of full days		x	\$90.00	=	
# of half days		x	\$45.00	=	
			Total per diem	\$	

Authorized by: _____
President
Vice-President
Treasurer