

Expense Account Policy

New Brunswick Nurses Union

While attending meetings and /or educational sessions, members whose expenses will be paid by NBNU shall attend all scheduled sessions. If the NBNU member is not able to attend all sessions, she/he shall advise the president of NBNU. If any corrective measures are to be taken, the decision will be made by the board of directors.

The NBNU expense account policy is as follows:

A) **Travel:**

- a) Any mode of transportation, advisably the most economical, may be used. Inter-city taxi fare will be paid. When travelling by car, forty-two cents (.42¢) per kilometre shall be paid. Shared travel from the same area is encouraged.
- b) If a NBNU member wishes to return home between Union business days rather than accept accommodation, NBNU shall pay in lieu of accommodation and actual mileage up to a maximum of \$100 per return trip. Travel time will only be paid for one return trip.
- c) When travelling by air, only actual time flying and time travelling to and from airports will be considered travel time.
- d) When the NBNU meeting is scheduled to start at 1000 hours, NBNU members are expected to travel the morning of the meeting if travelling is less than 250 kilometres one way.
- e) When a member is travelling on NBNU business and reaches home by 1700 hours, NBNU is not to be billed for the evening meal.

B) **Meal Allowance:**

- a) **In province** - sixty dollars (\$60.00) per day. Breakfast-\$12.00, lunch-\$20.00, dinner-\$28.00.
- b) **Out of province** – eighty-five dollars (\$85.00) per day. Breakfast-\$15.00, lunch-\$25.00, dinner-\$45.00.
- c) Where monthly accommodation in an apartment with kitchen facilities is provided to a member, a weekly meal allowance of \$150 shall be provided in lieu of the allowance provided in clause (1) or (2).

C) **Accommodations:**

- a) **In Province:**
 - i) NBNU pays for one (1) room for each local president attending the executive council meeting or any other meeting called by NBNU.
 - ii) NBNU pays for one (1) room for each local president and each paid voting delegate attending the annual meeting.
 - iii) NBNU members sponsored by NBNU to attend non-NBNU meetings eg: NB Federation of Labour, Labour School, etc. shall share room accommodations.
 - iv) NBNU pays for one (1) room for each board member and negotiating committee member when attending required NBNU meetings.
 - v) Local presidents and paid voting delegates that reside within 50 kms of the city where the annual meeting, executive council or a special meeting of NBNU are held will not be provided hotel accommodations. Special requests for hotel accommodations need to be submitted to the board of directors for consideration.
- b) **Out of Province** - Room accommodations are to be shared by members while on Union business.
 - i) When a member chooses to stay at a hotel other than the one where NBNU has negotiated a group rate, the local will be billed the difference.
 - ii) All members attending NBNU committee meetings will make their own hotel reservations, unless otherwise advised by provincial office.
- c) If staying in a private home, a hostess gift to the value of \$25.00 per day is permitted when required. No receipt necessary.

D) **Salary reimbursement:**

- a) Definition of hours worked for Union business include: travel time, flying time, lunch time and meeting time.
- b) If the total number of hours of meeting and travel time exceeds hours billed by the employer for a particular meeting, the member shall be paid for those hours by provincial office (**see examples below**).
- c) Members will be paid actual time spent in meetings and travelling on their days off or when the employer does not invoice the Union for reimbursement.

- d) In the event a scheduled union meeting has been cancelled less than 48 hours, and a member has requested Union leave from the employer, every effort should be made to return to work. If the member is normally replaced, and cannot get their shift back, then union leave will apply.
- e) In the event a member has requested Union leave but is unable to attend the Union meeting, the employer should be notified so that the Union leave may be changed to the appropriate leave as per the collective agreement.
- f) If a member is on her days off and is unable to attend the Union meeting, salary replacement will not be paid.
- g) Provided that it is mutually agreed by the employer, a member may request to take a Union leave day in lieu of a Union meeting day when the meeting takes place on her day off.
- h) NBNU does not expect a member to work the night/evening shift prior to the day she is to attend a Union meeting nor should she be expected to work the night/evening shift the day the meeting ends.
- i) If a casual or a part-time nurse is offered a shift by her employer on a day she is participating in a Union meeting, she may request salary replacement for the shift. NBNU will request verification from the employer that the shift was offered.
- j) Due to the fact that all earnings have to be declared within the Insurance Benefits Programs, members receiving WHSCC or long term disability benefits or Employment Insurance benefits and who are participating in Union meetings will only be reimbursed travel, meals and accommodation expenses. There will be no salary replacement while on Union business.

Examples - How the policy is applied

Example 1 – One (1) day meeting

- Meeting day is April 20th.
- You travel in on the 19th. You are scheduled to work an 11.25 hour shift starting at 19:30 on the 19th.
- The meeting time is four (4) hours in duration. The 11.25 hour shift will be applied to cover the travel time on the 19th, plus meeting and travel time on the 20th.
- Total meeting time is four (4) hours; travel time is 4 hours for a total of eight (8) hours.
- Your employer will be reimbursed for 11.25 hours.
- You will be reimbursed for meals and mileage.

Example 2 – two and one-half (2 ½) day meeting

- Meeting starts at 10:00 am on the 20th and finishes on the 22nd at 12:00 (noon).
- You are scheduled to work an 11.25 hour shift starting at 19:30 hours on the 19th. You are scheduled to work a 7.5 hour day on the 21st and 22nd.
- You travel on the 19th and 22nd for four (4) hours each day.
- Total meeting time over 2 ½ days is 18 hours, travel time is eight (8) hours for a total of 26 hours.
- Your employer will be reimbursed for 26.25 hours.
- You will be reimbursed for meals and mileage.

Example 3 – two and one-half (2 ½) day meeting

- Meeting starts at 10:00 am on April 20th and finishes on the 22nd at 12:00 (noon)
- You are scheduled to work 3 x 7.5 hour evening shifts starting on the 19th.
- You travel on the 19th and 22nd for 4 hours each way.
- Total meeting time over 2 ½ days is 18 hours, travel time is eight (8) hours for a total of 26 hours.
- Your employer will be reimbursed for 22.5 hours.
- You will be reimbursed for 3.5 hours, as well as for meals and mileage.

- E) The chairperson of any standing committee of NBNU attending the annual meeting shall have their expenses paid in accordance with the NBNU expense account policy.
- F) A member of NBNU requiring exemption under the terms of the expense account policy must submit such request in writing to the NBNU Board of Directors for consideration.
- G) Expense accounts with receipts for registration fees, hotel accommodations, air or bus travel should be forwarded to the New Brunswick Nurses' Union, 103 Woodside Lane, Fredericton, NB E3C 2R9.
- H) Cheques to cover expenses will be issued within two (2) weeks after receipt of expense sheets at provincial office. Expense cheques will not be issued the same day as the meeting(s).