

**EXPENSE CLAIM FORM
RÉCLAMATION DE DÉPENSES**

Number of pages /
Nombres de pages : _____

Name / Nom : _____

Position: _____

Mailing Address /
Adresse Postale: _____

Telephone / Téléphone (home/rés.): _____ (work/travail): _____

Email/Courriel: _____

| Date | Explanation for Claim/Explication de la réclamation | Approved Travel/ Voyage approuvé | Approved Meals/ Repas approuvés | Hotel (including tax/incluant taxes) | Misc./ Autres | Receipts Attached / Reçus ci-joints (Y/No - O/Non) | OFFICE USE ONLY / USAGE OFFICIEL SLT |
|------|---|-------------------------------------|------------------------------------|--------------------------------------|------------------|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

TOTALS/TOTAUX: [] + [] + [] + [] = []

Less non-reimbursable expenses /Moins les dépenses non-remboursables - []

Add a minus (-) in front of non-reimbursable amount for automatic calculation/
Ajouter un moins (-) au montant non-remboursable pour le calcul automatique

Balance owing/Montant dû = []



Date : _____

Signature (Member/membre) : _____

Authorized by EC/Autorisé par CE:
Cheque no.

Additional pages may be attached if necessary /
Autres feuilles peuvent être ajouté au besoin

EXPENSE CLAIM POLICY GOVERNING REPRESENTED MEMBERS

General

This Policy is intended to address all claims for reimbursement made by members benefitting from union representation and who may be asked to or required to travel on union business in connection with their complaint or grievance.

Time Spent in connection with your Complaint/Grievance

The AJC bears no financial responsibility in connection with a member's claim for lost wages related to attendance at a hearing or grievance, whether he or she is self-represented or represented by a union member. Requests for leave to attend a grievance or hearing are governed by the collective agreement and are to be directed to the employer. Requests regarding entitlement however may however be directed to the AJC.

Accommodation

Where an overnight stay is necessary and pre-approval from the AJC has been obtained, he/she is entitled to reimbursement for the cost incurred in obtaining accommodation. Reimbursement will be made only for the hotel charges for room and tax. Any other charges appearing on the hotel bill will be deducted from the reimbursement.

Meals

Such member may also be entitled to reimbursement for the costs incurred for meals taken up to the maximum rate as established by Treasury Board Guidelines, provided however, the AJC provides written approval in advance of the trip. Expense details should be listed chronologically and should include a brief description of the reason for the expense. There shall be no entitlement for incidentals.

Submission of Claims

Claims must be submitted no later than ninety (90) days from the last date for which expenses are claimed. Members must provide originals or copies of receipts.

Travel

Members are responsible for their own travel to and from meetings in connection with their complaints or grievances, where such meetings are held in their headquarters. However, there may be instances where a member is invited at a union representative's request to attend a meeting outside his/her headquarters. Expenses may be claimed in such an instance where such member has obtained AJC's prior written approval. Please note however that travelling outside one's headquarters may impact a member's paid leave entitlements under the collective agreement and clarification should be sought by the member prior to accepting an out-of-town meeting.

The most economical means of transportation should be used and AJC reserves the right to book the travel arrangements of the member.

Where a member is required to use his/her private vehicle, he/she may claim for such travel at the applicable Treasury Board rate. The total distance travelled and destination points are to be indicated on the expense form.

No reimbursement will be made for any expenses incurred where the appropriate prior authorization has not been obtained.