

CLR CONSTRUCTION LABOUR RELATIONS ASSOCIATION OF SASKATCHEWAN INC.	POLICY AND/OR PROCEDURES	SECTION:1
		ITEM NO:1.3
		REV. NO: 3
SUBJECT: TRAVEL EXPENSE REIMBURSEMENT SCHEDULE		REV. DATE: March 26, 2013
		PAGE 1 OF 3

OBJECTIVE To define the type and value of reimbursable expenses and allowances to be provided to a CLR Member representative for attending meetings and functions on CLR related business.

POLICY Any CLR Member representative is eligible for reimbursement of reasonable out-of-pocket expenses incurred when attending meetings and functions on CLR related business.

SCOPE This policy covers meetings and functions such as:

- Board of Directors meetings
- Trade Division Council meetings
- Negotiating Co-ordinating Committee meetings
- Industry Wide or Trade Division Negotiating Committees
- CODC Construction Opportunities Development Council Inc. Meetings and events
- Joint Conference Committee meetings
- CLR sponsored conferences and events
- Any other events as sanctioned by the Board of Directors

This policy is intended to address travel expenses incurred for travel to meetings and events where the member's principal place of business is outside a radius of 75 kilometers of the meeting or event location.

**APPROVALS
REQUIRED** The Executive Director or a Director of the Board in his/her absence can approve any expense claim submitted.

Vehicle Travel	Effective January 1, 2013, mileage will be reimbursed on the basis of Fifty-three cents (\$0.53) per kilometer travelled.
- Mileage	
- Parking & Tolls	The mileage rate will be indexed to the Canada Revenue Agency (CRA) posted rate for Saskatchewan, effective the next June 1 after the rate changes.
	Reasonable parking or toll expenses are eligible for reimbursement as well.

Airfare	<p>Airline tickets will be reimbursed to a maximum of economy fare plus taxes.</p> <ul style="list-style-type: none"> • Every effort should be made to secure the best available rate with at least 7 days advanced purchase. • In the event of the cancellation of a purchased flight, at the CLR's request, the member representative is to confirm whether a full refund is available. <ul style="list-style-type: none"> ○ If a cancellation or change penalty is charged, the penalty (including taxes) is eligible for reimbursement. ○ If no refund is available and the member representative is given credit for future travel, the member has 2 options: <ol style="list-style-type: none"> 1. The member can claim the full fare expense and use the credit exclusively for future CLRS business. The member is expected to maximize the use credit. Any shortfalls between the actual flight cost and the credit on later travel is eligible for reimbursement. 2. Keep the credit for themselves or their business and claim the penalty payment for up to one year after the original travel was to have taken place.
Other Transportation	<p>If additional ground transportation is required, a member representative can claim reasonable taxi, car service or rental vehicle expenses to accommodate local transportation requirements.</p>
Hotel	<p>Member representatives can claim hotel or lodging expenses for the standard room rate plus taxes only.</p> <p>Meals charged to rooms may be eligible for reimbursement if they meet the conditions set out in this policy.</p>
Meals	<p>Reasonable meal expenses will be reimbursed when incurred on CLR business.</p>

Receipts Required Receipts are required for all expenses claimed where one is available.

Payment Claims shall be made on the form provided by the CLR.

Payment of expense reimbursement claims received by CLR by the 15th of a month shall be processed by the end of the same month. Claims received by the end of the month shall be processed by the 15th of the following month.

EXCLUSIONS

- Employer representatives whose organizations are not members of the CLR are excluded from this policy.
- Travel expenses for attending the Annual General Meeting of the Association are excluded.
- Expenses for meetings that are held the same day as the Annual General Meeting are excluded for reimbursement.
- Entertainment and other charges to hotel rooms will not be reimbursed.
- Where meals are provided at the meeting or the event, meal expense reimbursement shall not be reimbursed.

REVISED DRAFT: JANUARY 7, 2013 ORIGINAL DRAFT: SEPTEMBER 4, 2004	APPROVED: BOARD OF DIRECTORS DATE: MARCH 26, 2013
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