

Professional Association Expense Form

COMMITTEE: _____ Date: _____ Start: _____ Finish: _____
 Date: _____ Start: _____ Finish: _____

This form must be submitted within 30 days of the meeting/conference for approval. Once the form has been approved it cannot be altered or amended.

HOTEL:

HOTEL HALIFAX OTHER # Nights _____ Signed for

HOTEL: _____ Paid For ATTACH RECEIPT

ACCOMMODATIONS — other than hotel:

(Please designate on the hotel bill the Committee or function attended on behalf of the NSTU)

TRAVEL: Bus Air Train ATTACH RECEIPTS

Own car # km

From: _____ To: _____

From: _____ To: _____

Rate \$ _____ X Total Kilometres _____ = \$ _____

MEALS

	#	Amount
Breakfast:	_____	\$ _____
Lunch:	_____	\$ _____
Dinner	_____	\$ _____
TOTAL	_____	\$ _____

SEE REVERSE FOR IMPORTANT INFORMATION RE BREAKFAST REIMBURSEMENT.

(including taxes and gratuities)

OTHER EXPENSES (ITEMIZE AND ATTACH RECEIPTS)

SEE REVERSE – CRA INFORMATION

- Child Care Only (Over 40 km each way) \$ _____
- Child Care Only (Under 40 km each way) Member's SIN _____ \$ _____
- Other Family/Pet Care: Member's SIN _____ \$ _____
- Other (explain) _____ \$ _____

NOTE: SIN number must be provided in order to receive reimbursement for items 2 & 3 TOTAL \$ _____

INCIDENTALS

When staying overnight on approved NSTU business an amount of \$8.00 per overnight is claimable.

NAME: _____ LOCAL: _____

ADDRESS: _____ Postal Code _____

Signature: _____ Is this a new address? Yes

TOTALS

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL

\$ _____

In the event of an ambiguity concerning the consistency of an expense claim with NSTU expense guidelines, the expense form will be submitted to the next Finance and Property Committee meeting for review and disposition.

REVIEWED

ACCOUNTING USE ONLY

This section **MUST** be completed before payment is issued

Days claimed under Provincial Article 31.07(i)(b)

Substitute Required: Yes () No () Indicate Board: _____

Number Of: Full day ()

1/2 day ()

Aug/23

INSTRUCTIONS FOR FILLING OUT EXPENSE ACCOUNT FORM

Effective – August 2023

1. Barring unforeseen circumstances, committees should abide by the following guidelines recommended by the Finance and Property Committee:
 - (a) Meeting(s) that begin at 2:00 p.m. or later, the previous night cannot be claimed.
 - (b) Meeting(s) that end before 1:00 p.m. on a given day, the respective night cannot be claimed.
2. (a) NSTU members are eligible to claim hotel, meals, travel and other appropriate expenses while attending or while enroute to or from NSTU approved provincial NSTU meetings and conferences, according to rates established from time to time by the Provincial Executive.
 - (b) NSTU members may claim hotel accommodations enroute to an approved NSTU meeting, conference or event providing that the distance from the member's home to the event venue is in excess of 450 km. Reimbursement shall be the cost of the enroute accommodation or the amount negotiated at the NSTU contract hotel, whichever is the lesser.
3. Expense cheques will not be issued unless Expense Form is filled out in detail.
4. Metrage rate is fifty-eight cents (58¢) per kilometre. (Multiply miles by 1.6 to convert to kilometres).
5. Subject to the maximum per day amount \$104.00 (exclusive of taxes), accommodations at the Hotel Halifax are to be charged to the Union. However, before signing a bill, please check each item to ensure that the expense was incurred, and that the expense is allowable (see below).
6. When staying at hotels or motels, other than the Hotel Halifax, a receipt must accompany the expense form. The Union will accept receipts up to \$104.00 per day, (exclusive of taxes.) Without a receipt, the Union will accept a claim of \$20.00 per overnight for members who require accommodation other than his/her own residence.

NOTE: Members on NSTU business in Halifax, choosing to stay in a hotel other than the contract hotel will be reimbursed, with receipts, for accommodations, breakfast and parking. REIMBURSEMENT FOR THESE THREE ITEMS COMBINED WILL NOT EXCEED THE AMOUNT, WITH TAXES AND LEVIES, WHICH WOULD HAVE BEEN PAID FOR ACCOMMODATIONS HAD THE MEMBER STAYED AT THE CONTRACT HOTEL. The maximum amount that can be claimed for breakfast is the NSTU breakfast rate.
7. Personal items such as telephone calls, bar, etc. will **NOT** be paid by the Nova Scotia Teachers Union, except as allowed in No. 8 below as an incidental charge. Therefore, you are advised to pay for these items at the desk when checking out.
8. INCIDENTALS: When staying overnight on approved NSTU business an amount of \$8.00 per overnight is claimable. (Please complete front of the form.)
9. MEAL ALLOWANCE: At all times, number of meals, tips and total amounts are to be shown. The per diem rate for members for meals is to be a maximum of \$57.00 including taxes and gratuities, which shall be apportioned: \$12.00 for Breakfast; \$15.00 for Lunch and \$30.00 for Dinner.

NOTE: Members staying overnight at the contract hotel will not be reimbursed for breakfast, as breakfast is included in the contract rate.
10. Payment for taxi fare will not be approved when a member claims metrage for attending the same NSTU function.
11. The cost of taxi travel to and from the hotel to the Union building will only be reimbursed with receipt and approval.
12. PARKING: If you are not staying at any hotel, parking fees up to a maximum of \$25.00 per diem with official parkade receipts will be accepted.
13. Any claim for Air, Bus or Train fare must be substantiated with a receipt.
14. **FAMILY CARE:**

Any reimbursement for family care (other than child care described below) and pet care will always be considered a taxable benefit.

Reimbursements for child care services are generally also considered a taxable benefit. However, if an employee/member incurs additional child care expenses because of a requirement to travel out of town on NSTU business, the CRA has a current administrative policy of not including the reimbursement of the additional child care expenses as a taxable benefit. The CRA has not defined a distance to support "out of town" travel. However, the NSTU has been advised to define a distance of 40 kilometres from the member's place of residence for this purpose. Therefore, based on the current administrative policy of the CRA, child care reimbursements received by members required to travel out of town for meetings, which relate to expenses that are in addition to their normal child care expenses, will not be considered a taxable benefit.

If the total taxable benefits, whether paid by the provincial body or the local, received by an individual (including family/pet care) from the NSTU exceed \$500, the NSTU is required to issue a T4 to the individual.

 - (a) The Union will cover the necessary family care expenses for members if they are participants at Annual Council; Committees of the NSTU; meetings of Provincial Executive; Local Presidents' Conference; negotiating sessions; and other authorized Union business.
 - (b) All claims must be accompanied by a properly completed expense form and will be paid on the basis of amounts approved from time to time by the Provincial Executive.
 - (c) The rate for childcare shall be:
 - i) Effective August 1, 2013, the NSTU Family Care rate be set at the minimum hourly wage rate set by the province of Nova Scotia up to a maximum of 8 hours/day for children under the age of 14 years or 10 hours per day maximum if overnight is required if the child is 18 years of age or younger.
 - ii) These rates will apply to special needs dependents and elder care with the approval of the Finance & Property Committee.
 - (d) Before claims are paid, **receipts must be provided** from the person/agency providing such childcare.
 - (e) The Union will reimburse pet care expenses to a maximum of \$20.00 per day.
15. Each separate trip should have the event, the date, the location and the purpose noted.
16. Article 31.07(i)(b) of the Provincial Agreement came into effect on August 1, 1998. In order to comply with the provisions of these articles, it will be necessary to track attendance at all committee meetings. To accommodate this requirement there is a section on the front of this form. This section **MUST** be completed before payment will be issued.

Metrage – between HALIFAX and . . .

Amherst	201	Louisbourg	437	Sherbrooke	249
Annapolis	199	Lunenburg	95	Springhill	184
Antigonish	218	Margaree Forks	364	Stellarton	163
Baddeck	356	Middleton	153	Sydney	405
Bridgetown	175	New Glasgow	163	Sydney Mines	411
Bridgewater	96	New Waterford	426	Tatamagouche	154
Canso	327	North Sydney	400	Trenton	166
Chester	60	Oxford	169	Truro	99
Dartmouth	10	Parrsboro	186	Westville	158
Digby	231	Pictou	170	Windsor	66
Dominion	423	Port Hastings	270	Wolfville	91
Glace Bay	425	Port Hawkesbury	275	Yarmouth	297
Kentville	106	Sheet Harbour	119		
Liverpool	142	Shelburne	203		

Source: Google Maps, 2023