

CUPE: Instructions for Expense Vouchers

Intent of this document: good recordkeeping for quick reimbursement

Mileage

1. CUPE expense voucher to be used; not FVRL expense form.
2. Name, address and home library (where you want the cheque to be sent via van)
3. Mileage is paid the same rate as FVRL pays.
4. Receipt must be attached for any tolls & parking.
5. Include when, where, why and who

Example: *[When] March 15th [Where] ND to Sardis and home = 112 km one way [who] carpooled with Robin.
112km X 2=224 km X .58¢ = \$123.20*

Education (workshop), Conferences & Conventions

1. On the flyer there is information on who to contact if you wish to go. [usually the Treasurer]
2. Send email with your info: name, address, what you want to take. [Please ask your Supervisor if it is possible for you to go before starting the process. Verbal is fine]
3. The Treasurer will take care of the registration forms and make arrangements for hotel and airline.
4. FVRL's LOA [Leave of Absence] form must be filled out. CUPE does not get a copy of this form. CUPE receives a bill for member's wages with no information for what it is for. This is why the treasurer needs an **email** to say you are charging **x amount** of hours to code 450 (Union Leave) on your timesheet.

Example: *Your shift is 5:00 - 9:00 (4 hrs), but the workshop is from 9:00 to 4:00 (7 hours). Code 450 for 4 hours only. You only get paid your regular work hours, no more.*

Example of email to Treasurer:

I am going to a workshop on racism in Langley and on my timesheet I am charging 11hrs to 450, for 4 hrs June 18 & 7 hrs on June 19th

5. Mileage, parking, tolls, etc. may be claimed from CUPE and must be done in a timely manner.
6. Per Diem cheque will be sent to you if applicable.

Joint Committees

Wages and mileage are paid by the employer. If the union committee is meeting beforehand then that time is charged to CUPE. Please alert the Treasurer.

****The treasurer is accountable for every dollar****