



CMG Travel and Expenses – Policy and Procedures 2020

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Travel and Expenses Policy

Given that the Canadian Media Guild is funded exclusively from members' dues, staff and officers undertake to ensure money is spent judiciously.

Travel for the union should be undertaken as a function of essential union business. If any person disregards this travel policy, they may be required to have management approval of all subsequent travel.

In recognition of our role as part of the broader labour community, Guild members and staff travelling on union business shall use unionised transportation and hotels wherever possible and practical. Also, CMG will encourage the use of unionised facilities when planning events jointly. All travel for Guild business must be submitted in advance and authorised before booking.

This travel policy governs all Guild members and staff whenever they travel on union business. Any member authorised in advance by the NEC, a committee of the NEC or Branch Executive to travel beyond the local metropolitan area where the member is based shall be provided with transportation and accommodation plus meal allowances to cover costs of meals and incidentals. Unexpected out-of-pocket expenses may be submitted for reimbursement if authorised.

MODE OF TRAVEL

CMG's Events and Travel Coordinator must be notified in advance of all travel. Travel details must be submitted via the online form (<http://www.cmg.ca/en/travel-leave-hotel-request/>) to the Guild office before any travel is authorised. If a trip is changed or cancelled, the Guild office and W.E. Travel agent will be contacted by the traveller before the trip and as soon as possible.

In all cases, transportation should be obtained at the lowest possible cost, within reason. Common sense should be used to balance travel convenience with cost. Wherever possible, unionized carriers and modes of travel will be used.

If travel by personal automobile to an official function outside the local area is economical, mileage shall be paid at a rate determined by the NEC . Parking costs, toll charges and ferry rates will also be compensated.

CMG requires travellers to Toronto to use the cheapest transport possible, including the Pearson UP Express Train or TTC Airport rocket instead of a taxi. Taxis should only be used when flights are arriving or departing outside of operating hours for alternative transport or if three or more people are sharing the fare.

Car rentals should be booked at the lowest rate possible.

LOCAL TRANSPORTATION

The most economical form of transportation consistent with need and with union employment principles should be used for domestic transportation.

When Guild work requires additional or off-hour transportation within the local area other than would occur in the person's ordinary course of duties, CMG will pay mileage and parking costs or taxi or transit costs.

ACCOMMODATION

Everyone travelling on Guild business is entitled to single room accommodation. Guild members or staff who opt for private accommodations with family or friends instead of a hotel can claim for allowable meals and incidentals, if required, in the same way as if they had stayed in a designated hotel. The claim for allowable meals and incidentals will not exceed the per diem rate of \$80/day. Meals supplied as part of meeting packages are excluded. Special requests for compensation to the hosts can be made to CMG's management committee. Transportation costs to and from private accommodation can be claimed as long as they follow Guild policy and do not exceed what it would cost to stay in a designated hotel.

CMG members or staff performing Guild work or attending Guild related meetings in the same city as their workplace require prior authorisation from Management Committee for hotel accommodations. Requests to Management Committee should be made within a reasonable period in advance of the meeting. In making any decision, Management Committee will consider the cost of available transportation vs room and meal allowance cost as well as significant hardship.

Hotels with negotiated rates and direct billing arrangements will be considered preferred hotels for Guild meetings and travel.

TRAVEL EXPENSES

All business-related travel expenses shall be submitted to the CMG office for reimbursement, either electronically via the online expense form or by mail (all forms can be found here: <https://www.cmg.ca/en/union-leave-and-travel/>).

The Guild aims to submit credit card authorization forms to hotels, so that members are not obliged to bear this cost upfront. However, hotels have different policies around this and are not obligated to accept these forms due to credit card regulations and timing. In the event a member has to pay for accommodations, they will need to submit this expense for reimbursement along with the folio received after the stay.

Also, the Guild will pay for:

All business-related calls and work-related internet access charges for Guild business.

Personal calls from home provided the number of calls and length is reasonable.

To avoid expensive hotel charges, members and staff are urged to use cell phones or pay phones for calls.

The Guild will not reimburse:

In-room movies.

Minibar charges.

Everyone (staff, officers, members) who travels on Guild business must file a travel claim and reconcile expenses within ninety days as a best practice. Expense claims submitted more than six months after the costs have been incurred are not eligible for reimbursement. Exceptions shall be considered only in extenuating circumstances.

All expense claims must be accompanied by itemised receipts. It is necessary that original receipts or invoices or electronic copies be submitted with expense claims which include hotels, meals not covered by meal allowances, duty entertainment, miscellaneous items, and ground transportation. If sending electronic copies of receipts, all original receipts shall be retained by the submitter for a period of one year beyond the submission date.

Un-itemized credit card or debit card slips by themselves will not be accepted for expense purposes.

Management Committee will resolve any question as to whether an expense is reimbursable or not.

MEAL ALLOWANCES

The meal allowance shall be paid when staff and members travel on official Guild business. It shall also be paid to those who live within the metropolitan area where the Guild business is taking place, in cases when

the work requires them to eat in a particular place (ex. Members of a bargaining committee who live in the city where bargaining is taking place can claim a meal allowance for each meal encompassed by the bargaining sessions).

The meal allowance is \$80/day (\$20 for breakfast, \$25 for lunch, and \$35 for dinner).

Per diems are not income taxable if receipts are submitted to CMG for each meal claimed.

Per diems are fully income taxable if receipts are not submitted to CMG for each meal claimed. The expense claimant is then responsible to claim the recovered per diem amount to the Canada Revenue Agency (CRA) on your personal tax return as applicable.

An incidental charge of \$5/day will be paid for each overnight stay while travelling on Guild business. While in the United States, the CWA rate per diem in US dollars will apply.

For half days or time spent travelling to or from an official function, individuals shall receive an allowance for each meal during which they are so engaged. This meal allowance is subject to an annual review.

When a meal is provided or paid for at an event or meeting, the meal allowance for that meal cannot be claimed.

OTHER BUSINESS EXPENSES

Business Meals & Entertainment (aka Duty Entertainment by NEC or staff representatives), should be reasonable and appropriate to do Guild related work.

Original receipts or invoices or electronic copies shall be submitted to accompany claims and will describe who attended and the purpose of the meeting. If sending electronic copies of receipts, all original receipts shall be retained by the submitter for a period of one year beyond the submission date.

CMG STAFF

In addition to the above, the following provisions (if authorised before) apply to CMG staff.

Personal expenses will not be processed by the Guild office and must not be charged to Guild accounts.

Internet Connection Charges

Guild staff requiring internet access for Guild work purposes at home will be reimbursed up to \$50/month provided they are submitted on expense claims with accompanying receipts.

Telephones

Guild staff representatives and the National President will be provided with a cell phone for business purposes. The Management Committee must authorise any additional cell phones.

Communications Technology

To reduce costs, where possible rather than physically travelling, technological solutions should be explored for meetings.

Travel procedures

We have established the following guidelines for when it is necessary for members to travel on Guild business.

It is imperative that travel is booked as far in advance as possible to ensure the best rates are available and to ensure that your travel can be accommodated.

Travel Form: Complete the online travel form by filling in all the necessary information. Travel form can be found here <http://www.cmg.ca/en/travel-leave-hotel-request/>. Upon submission, you will receive a copy to the email listed on the form. If you do not receive a copy, the form was not completed properly and has not been sent to CMG. If you continue to experience issues with the online form, please contact the Events and Travel Coordinator.

Booking Leave: In all likelihood, “leave time” from work will need to be requested. Complete this section of the form, noting the days you need to be released and your supervisor’s name. The leave request will be processed via the CMG office and your employer’s HR department. This approval step needs to be done before your travel can be booked. In the event of a last-minute leave request, please be sure to get verbal or written approval from your supervisor before filling out a leave form.

Travel Dates and Times: The Guild will pay for the travel and accommodation according to the dates of the function you are attending. Check the carrier’s website and be as specific as possible when filling the form as to the flight/rail numbers and times you wish to travel. W.E. Travel is authorised to find the cheapest flight/rail available, so the actual flight booked may not be as exactly requested. All attempts will be made to adhere to your requested travel times.

Booking Changes or Cancellations: Please make sure that the dates on the form are correct. If a trip is changed or cancelled, please notify the W.E. Travel, as well as the Events and Travel Coordinator, as soon as possible. If you are cancelling for personal reasons and the ticket cannot be fully refunded, you may have to pay the cancellation fees unless approval has been granted by the CMG office. Contact info for W.E. Travel agents and their 24-hour hotline can be found below.

Travel Carriers: It is our union’s policy to use unionized carriers whenever possible. Air Canada, Porter, and Via Rail are preferred. Only under extraordinary circumstances and with prior approval of the CMG office will alternate carriers be booked.

Hotel: On the CMG online form, state your hotel arrival and departure date. Members will pay directly to the hotel all charges for any additional nights requested for a personal stay. W.E. Travel is authorised to find the cheapest hotel available from a list of our preferred hotels and other union hotels available.

Committee Travel

The Chair of the Committee (such as the NEC, BEC, NGC, etc.) will notify CMG’s Travel and Events Coordinator of the location, dates, and times of the meeting and who will be attending. The optimal time frame is 6-8 weeks in advance of the meeting.

CMG Staff

CMG staff who may require venues for member meetings and other functions (where the CMG office is not suitable, or the event is away from Toronto) will contact CMG’s Events and Travel Coordinator to source venues and make other provisions.

W.E. Travel Contact Info (for changes/cancellations)

<u>W.E. Travel Ottawa Office:</u> 25A York Street Ottawa, ON Canada K1N 5S7 Tel: (613) 232-9908 Fax: (613) 232-9931 Toll-Free: (888) 676-7747	<u>W.E. Travel Vancouver Office</u> <i>(When Ottawa Office closed)</i> 430 – 233 West 1st Street N. Vancouver, BC Canada V7M1B3 Tel: (604) 969-5585 Tax: (604) 969-5586 Toll-Free: (800) 663-4703
WE Travel – 24-Hour Hotline: 1 800 787 6030	