



## District 11 Federation Activity Allowable Expenditure Guidelines

Authorized expenses approved by Spending Authorities will be reimbursed within the allowable limits. Expense vouchers must be accompanied by itemized receipts. Claims not in accordance with these guidelines are automatically adjusted. Members are encouraged to submit expenses in a timely fashion. Exceptions to these guidelines will be made when a member requires an accommodation on human rights grounds or due to other barriers that may exist. Exceptions that exceed \$100 will be reviewed by the Finance Committee. Whenever feasible, members should identify a need for accommodation to the appropriate spending authority for the event.

### 1 Travel

#### 1.1 Car

- Car travel will be reimbursed per kilometer from a member's place of work to the location of the meeting to home. The rate will be the same as the provincial rate for car travel.
- Toll charges, such as Highway 407, are not normally reimbursed.

#### 1.2 Car Rental

Car rental charges will only be reimbursed if public transportation does not allow members to attend federation functions, or if the cost of car rental plus fuel is equal to or less than the regular reimbursement for car travel.

#### 1.3 Rail/Bus

Economy or business fare will be reimbursed. If business fare is claimed, the total transportation costs must be equal to or less than the total cost to drive or to use flight passes.

#### 1.4 Taxi

Regular taxi charges necessary for federation business will be reimbursed. Taxi charges between cities will only be reimbursed to the maximum amount that would have been reimbursed for car travel.

#### 1.5 Parking

Self-parking charges required for Federation business will be reimbursed.

### 2. Childcare / Dependant Care

- Childcare or dependant care expenses to allow members to attend authorized OSSTF/FEESO activities will be reimbursed at minimum wage, OR at the Living Wage established for the community in which the member resides (whichever is higher).
- For reimbursement at the Living Wage, the member must provide documentation identifying that a Living Wage has been calculated for the community and provide proof of payment at that rate. Communities with a living wage are listed at [www.ontariolivingwage.ca/living\\_wage\\_by\\_region](http://www.ontariolivingwage.ca/living_wage_by_region)
- The maximum reimbursement for a day will be 10 hours, regardless of the number of dependants.
- If overnight care is needed, up to \$50 will be provided for overnight care.
- Reimbursements will include immediate family members, excluding parents and guardians, as eligible caregivers.
- Receipts from the childcare or dependant care provider must be provided.

- If there are exceptional circumstances, contact Provincial Office in advance for consideration of special approval.

### 3. Non-Eligible Expenses

- Hotel services such as movies, mini-bar items and laundry
- Pet care, pet sitting
- Entertainment and refreshments
- Expenses will not be paid to attend voluntary workshops that are not directly connected to OSSTF work (such as professional development open to all members)
- Expenses will not be paid to attend voluntary social events (such as executive dinners where no business or training is occurring)
- Travel expenses will not be paid to candidates to attend FSO interviews

(These costs may only be claimed with the prior approval of the Spending Authority.)