

Equivalent to Airfare

| | | | |
|--|---|--------------------------|------------------|
| Subject | Expenses, airfare equivalent | Policy Number | FI-012 |
| Applies To | Shop Stewards, Executive Board, CEU members | | |
| Date Approved | | Date Last Amended | January 13, 2022 |
| Related Documents | FI-004 Executive, Steward, and Member Expenses FI-005 Wage Loss FI-006 Expenses, transportation, purchasing airline tickets FI-021 Wage-loss Payment for Steward Conferences | | |
| Constitution & Bylaw References | By-Law Article 5 | | |
| Appendices | CEU Equivalent to Airfare Form | | |
| Notes | <p>* Nelson has no airport. The Nelson equivalency is a combination of Castlegar flights and 88 km round trip drive paid at mileage rates per collective agreement.</p> <p>January 22, 2020 revision: Updated amounts. Updated “Equivalent value” section in keeping with FI-006 which was previously updated July 23, 2019.</p> <p>March 25, 2020 revisions: Clarifications ⁽¹⁾ reimbursement is for actual expenses ⁽²⁾ up to a maximum amount ⁽³⁾ receipts must be submitted ⁽⁴⁾ and timely submissions for reimbursement.</p> <p>January 21, 2021 revision: Updated amounts; and added a new #2 to include airline/airport closures.</p> <p>January 13, 2022 revision: Updated amounts.</p> | | |

Purpose

The purpose of this policy is to specify both ⁽¹⁾ the maximum travelling expenses and ⁽²⁾ the wage loss/meals members may claim to when they opt not to fly to CEU functions or meetings held away from their normal work locations.

Definitions

Equivalent value: The monetary amount approved by the Executive Board each year which is accepted as being the same cost as an average round trip ticket that allows changes for a fee and refunds. Currently those fares on WestJet are called “Econo Flex” and Air Canada “Flex Fare” (per FI-006).

Policy

- Members travelling out of town will be reimbursed the lesser of either: ⁽¹⁾ the equivalent to airfare value established by the Executive Board; or, ⁽²⁾ the actual cost of the trip. The actual cost includes tolls, ferries, parking at the hotel and/or event(s), and mileage. It does not include items related to operating the vehicle such as fuel, oil, or general “wear and tear” (which are accounted for in mileage); or, increased time and wage loss/meal expenses resulting from ground travel (which are limited per FI-012.2). The equivalent value for travel from Terrace, Fort St. John, Kamloops, Kelowna, Prince George, Nelson,

| | |
|-----------------------------------|-------------|
| CEU Executive Board Policy Manual | FI-012 |
| Equivalent to Airfare | Page 1 of 3 |

Williams Lake, Nanaimo, Courtenay/Comox and Victoria to the Lower Mainland (YVR) will be determined in advance by the Executive Board at the beginning of each year (see chart below).

2. When travelling between any other locations, or where flying is not an option available to be considered for the locations listed above (e.g. airlines have suspended/ended all services, or airport at location has been closed), a member must apply in advance to determine the equivalent value of the trip. Two of the President, Treasurer and Chair of the Stewards will determine the appropriate value in this case.

2. Wage loss and meal expenses are only payable for the hours that the member would have incurred while traveling by flight during regular work hours. The Union will not be responsible for any additional time loss or expenses as a consequence of a member's decision to drive rather than fly. For example: a member from Kelowna might choose to drive to Richmond to attend a two-day seminar scheduled on Sunday and Monday. The member could fly back to Kelowna on the Monday evening, but decides to stay overnight and drive to Kelowna the next morning. In this example no wage loss would be payable for the Tuesday. The hotel costs for Monday night and meal costs for the following day are also not payable. See also #6 in FI-005 Wage Loss and FI-021 Wage-loss Payment for Steward Conferences which references returning home as soon as practical.

3. Members claiming the equivalent to airfare must submit ⁽¹⁾ an air equivalent expense claim form detailing the actual costs incurred and ⁽²⁾ the related receipts from the expenses submitted for reimbursement (e.g. tolls, ferries, parking receipts).

Receipts for ⁽¹⁾ expenses related to operating the vehicle (such as such as fuel and oil which are accounted for in mileage) and ⁽²⁾ meals (which are claimed as per diems) do not need to be submitted.

4. After having incurred the expenses, members are expected to submit their request for reimbursement within the month of incurring the expense.

5. The following are rates established for the year 2021:

| Location | Air Fare Equivalent |
|--|----------------------------|
| Fort St. John | \$635 |
| Kamloops | \$550 |
| Kelowna | \$405 |
| Nelson (Castlegar)* | \$645 |
| Prince George | \$505 |
| Terrace | \$640 |
| Williams Lake | \$525 |
| Nanaimo | \$470 |
| Victoria | \$480 |
| Courtenay (Comox) | \$460 |
| CEU Executive Board Policy Manual | FI-012 |
| Equivalent to Airfare | Page 2 of 3 |

| | |
|--|--------------------|
| CEU Executive Board Policy Manual | FI-012 |
| Equivalent to Airfare | Page 3 of 3 |