

BUSINESS TRAVEL POLICY FOR MEMBERS



REIMBURSEMENT OF COSTS

All salary expense and continuance forms **MUST** be submitted online using the member portal. Hard copy forms will no longer be accepted.

Deadline for submission of online expense forms is 30 days after the event/meeting.



SALARY

Deductions of income tax, Canada Pension Plan premiums and Employment Insurance premiums from taxable income are required by law. **Salary replacement, honorarium, and most special allowances are taxable income.** Expenses related to “away from home” travel re: Union business are non-taxable.



SALARY CONTINUANCE refers to Union Leave as per Article 2409 (a) of the Collective Agreement in which the MNU will reimburse the Employer for salary, benefits and related payroll costs for days the individual was **scheduled to work** (booked off as Union Leave). **You MUST submit salary continuance for ALL days you’ve booked off work with your employer as this will result in delayed payment or duplicate payment that is difficult to reverse.**

SALARY REPLACEMENT (DIRECT PAY) refers to the reimbursement by MNU directly to the member for union activities during **regular days off**. A T4 will be provided to the member at year-end.

Salary Replacement will be based on the following criteria:

- No shift or weekend premiums
- No responsibility pay
- Remoteness allowance included
- Academic allowance included
- Paid on regular salary for the length of the meeting up to a maximum of 7.75 hours per day
- If scheduled to work for some days (continuance) and off for some days (replacement), the maximum will be calculated based on 7.75 hours per day, times the total number of days on MNU business:

Example 1: Two (2) days of MNU meetings, scheduled for one twelve-hour shift, member would receive salary continuance for the 12 hours (employer invoices to MNU); therefore, 3.5 hours of salary replacement could be claimed as the maximum claimable hours for the duration of the meeting is 15.5 (7.75 hrs x 2 days)

Example 2: Five (5) days of meetings (7.75 hrs x 5 days = 38.75), a member scheduled for three 11.625-hour shifts (11.625 hrs x 3 = 34.875 hrs), member would receive 3 days (34.875 hrs) of salary continuance, plus 3.88 hours (38.75 – 34.875 = 3.875) salary replacement from MNU.

MNU delegates on salary replacement from MNU must attend the entire meeting/educational program unless critical circumstances prevent. The chairperson or facilitator must be advised prior to leaving. If the entire session is not attended, salary replacement will be deducted for hours missed.

In the event of illness or bereavement, members are first to approach their employer for reimbursement for sick leave or bereavement leave, however, MNU will reimburse for this leave if the employer refuses to pay.

Salary replacement will not be paid in advance for activities sponsored by the provincial union.

Retro pay on a wage increase will be provided to members who have been paid salary replacement while on MNU business.

If a Board or other meeting is cancelled because of weather (or for an emergency situation), a member who has requested salary replacement should contact their appropriate supervisor and attempt to regain the shift if possible. If it is not possible to do so, MNU will provide continuance as if the meeting had proceeded. Any travel costs incurred will be paid by MNU. If a President has requested to use a President’s Day and is unable to regain the shift, the day will be paid and deducted from the President’s Day bank and the President should attend to local duties.

Members on MNU Business will be covered by WCB. >>

Source: MNU Handbook - Updated May 2023

TRAVEL

The most economical and practical mode of travel should be used. **Car pools should be arranged.**

Mileage rate for private automobile will reflect the current **Province of Manitoba mileage rate** (which covers gas, maintenance and insurance). Travel by taxi, train or plane with receipts required.

When a private automobile is used the reimbursement of travel expenses inclusive of salary replacement, hotel, meals, and travel time shall not exceed the travel expenses that would have been incurred if air transportation had been used. **A member who is a passenger shall not claim the cost of any automobile expenses.**



TRAVEL TIME

- **Travel time does not apply to members who live less than 50 kms from the meeting site**
- Travel time shall apply when using provincial funding, including provincially funded President's Days
- The calculation of travel time will begin from the member's home to the perimeter highway for those events held in Winnipeg or from the member's home to the event location (less 30 minutes) for those events held outside of Winnipeg
- Total time paid is length of meeting and travel time inclusive of salary continuance, if applicable
- In the event that the 'meeting' is less than the hours of salary replacement being paid, then the salary replacement hours will be utilized to fund the travel time, and any travel time beyond the salary replacement will be paid to the member



Example 1: Add your travel time and length of meeting together. If the total is less than your shift length, then you do not submit for any travel time. If it is greater, the difference is formulated as follows:

[Shift Length = 11.625; Length of Meeting (7) + Travel Time (6) = 13 hours. 13 is greater than 11.625 (13 - 11.625) = 1.375 hours of allowable travel time.]

Travel time due to inclement weather will be approved on a case-by-case basis.

Travel time will be paid for the length of the flight, plus wait time at the airport as per airline policies and layover times. Members are expected to travel using the most direct flight available.

MEALS

Meals, if required, and/or not provided by MNU, are chargeable.

No receipts required:

Breakfast: \$20.00

Lunch: \$25.00

Dinner: \$45.00

(Maximum daily amount: \$90.00)

During out-of-country travel, the per diem will be adjusted to reflect the current exchange rate.



ACCOMMODATIONS

Hotel costs will be covered (if required) for members who live 50 kms from the perimeter highway if the meeting is held in Winnipeg or 50 kms from the city/town site where the meeting is being held, regardless of the place of employment.

MNU blocks as many rooms as possible for the event **but members are responsible for contacting the hotel to make specific arrangements. MNU special rates will be communicated prior to the event, setting the claimable rate(s). Any overage will be at the expense of the member.**

Members are expected to stay (at least) two (2) members per room (unless the handbook stipulates otherwise). **If a member chooses to stay on their own and there is room available, they must pay for ½ of the accommodation.**

One member must leave credit card information at the hotel for incidental charges (even if the MNU has a master account for the event).

Hotel or lodging expenses, if required, will be reimbursed on presentation of receipts according to MNU hotel policy, which states: As much as reasonably possible and practical, the MNU shall utilize unionized facilities for all activities. Any deviation from this must be pre-arranged with the MNU President. Noncompliance with the policy will result in non payment.

Individuals who arrange accommodation with family or friends, or billet host in lieu of hotel will be reimbursed \$40.00 per day. The allowance shall not apply in the case of a member's own residence.

Voting delegates and all Local/Worksite non-voting delegates at the Annual Meeting pay their entire hotel bill upon checking out from the hotel. Only voting delegates who require a hotel room (at the designated hotel) will be reimbursed to a maximum of one-half the standard room cost upon receipt of their expense forms.

Source: MNU Handbook - Updated May 2023

