

AUNBT Reimbursement Policies

1. Conference Travel

A. Transportation

- i. **Air**
Actual airfare in Economy or its equivalent class.
Supporting documents needed: Proof of payment and boarding pass
- ii. **Car**
UNB mileage rate. Maximum distance claim allowed by car is 1000 km each direction.
- iii. **Air and car combination:**
Airfare plus mileage at UNB rate for the distance travelled by road, subject to a maximum total expense claim equal to eligible claim under ii (by-car option).
- iv. **Taxis:**
To and from Airport Actual expense receipts required

B. Meals

Treasury Board rates:
Supporting document - None
Current (2008) rates are:
\$80.05 per day consisting of

Breakfast	13.60
Lunch	12.85
Dinner	36.30
Incidentals	17.30

The incidentals cover gratuities, local transportation, phone, etc.
If the conference/meeting provides for any of the meals then **the participant will reduce the per diem claim accordingly.**

C. Accommodation - Actual expense

Supporting document: Proof of Payment and the hotel bill, which may include contain internet service and parking.

2. Saint John -Fredericton:

UNB Approved rate
Current rate: \$85.00

3. Lunch/Dinner Meetings: At one's own location

The chair/person claiming will provide the following:
Purpose of the meeting
Number and name of persons attending
Actual bill
Proof of Payment

4. Lunch dinner meetings at outside of one's location

Procedures as in 3 above.
Attendees will not claim per diem meal allowance for that particular meal.

5. Other Travel

Travel expenses to attend committee meetings other than to attend meetings outside of one's affiliated location (eg, Saint John members attending a Fredericton meeting or vice versa or members attending a meeting at a third location) will not normally be reimbursed. However, in exceptional cases full or partial compensation to meet the travel undertaken solely to attend special committees such as bargaining committee may be provided for in the special committee budget and such expenses will be authorized by the chair in consultation with the President (or, where the President would be the beneficiary, the Treasurer).

When travel to other than the normal place of employment is undertaken to attend to AUNBT business as well as other business, reimbursement will be limited to \$50 per day.