

CAPE PROTOCOL ON THE REIMBURSEMENT OF MEMBER EXPENSES – CAPE TRAINING COURSES

CAPE encourages members to participate in its training courses by paying travel expenses and reimbursing loss of wages for approved attendance.

Application

This policy applies to members who have registered for a training course, who meet the conditions outlined in the “Training Opportunities at CAPE for Association Representatives” document and whose participation has been confirmed by CAPE.

Pay

The Association reimburses salary to members who attend a CAPE training course during their scheduled hours of work and, for members working outside the NCR, to travel to and from the course if traveling during work hours.

Members must provide the following documents:

- approved leave form;
- pay stub.

Members are encouraged to submit these documents by fax prior to attending the training course.

Expenses

The Association will reimburse members who are required to travel to attend a CAPE training course as follows:

Members working in the NCR

Members are encouraged to use their usual means of transportation to travel to and from the course. If required and approved in advance, the Association will reimburse, at the rates provided for in the N.J.C. Travel Directive, travel to and from the course, including use of personally owned motor vehicle, parking, taxis, etc..

Members working outside the NCR

The Association will reimburse, at the rates provided for and in accordance with the provisions of the N.J.C. Travel Directive, expenses incurred to travel to and from the NCR. The Association will determine when and by what means members will travel and what accommodations will be used. The Association will make and prepay for travel arrangements prior to the training course, and arrange and pay directly for accommodation. If a member wishes to make his or her own travel arrangements, these must be pre-authorized and pre-approved by the Association and must follow the Association's policy and practices.

All out of pocket expenses (e.g. taxis, parking, etc.) provided for in the N.J.C. Travel Directive must be supported by a receipt except meals (if they are not provided by the Association), incidental allowance and kilometric allowance.

Only other expenses that have been pre-authorized will be reimbursed.

Accommodation of special needs

Members are requested to advise the Association of any specific requests that must be accommodated.

The President, the Executive Director and the Director of Labour Relations of CAPE can make exceptions to the provisions of this policy in exceptional cases.

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