

4.6 Staff Expenses

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a) Use of Vehicle at Work

- The use of a personal vehicle is not a condition of employment for any position at Unison. Staff are not required to use their own vehicles for Unison business.
- Staff choosing to use their own vehicles on Unison business do so at their own risk. It is expected that staff will be properly licensed and carry appropriate insurance.
- Unison requires that staff do not use their cell phones while driving. Unison will not take responsibility for failure to adhere to the Highway Traffic Act.
- Staff who are involved in a motor vehicle accident or traffic violation as a result of any breach of the Highway Traffic Act (including the prohibition of Ontario drivers from holding or using hand-held wireless communication devices, such as cell phones and Blackberry® devices while driving a motor vehicle in the Province of Ontario) will be solely responsible for all liabilities that result from such actions.
- Staff will be reimbursed by Unison for approved parking costs and for kilometrage in accordance with the kilometrage allowance set by the Ontario government, as amended from time to time, and as approved by the CEO
- Kilometrage and parking receipts should be submitted monthly using the appropriate form, and must be authorized by the staff person's Supervisor. All expenses incurred by staff between April and February in any year must be claimed by the end of February. All expenses incurred in March must be claimed by the end of March.
- Travel between home and office, and traffic and parking violations, are not reimbursable expenses.
- Staff shall not use their own vehicle to transport clients.

b) Meals

- There is no allowance for cost of meals over the course of a regular working day.
- Staff who are required to be away from home or office on approved Unison business may request a per diem for meals not otherwise provided to them during this work. The per diem rate is the same as the rate set by the Ontario government from time to time and is outlined below (Meal Expense Reimbursement Rates Protocol). The staff person will be reimbursed to those maximum amounts on the basis of receipts provided for those expenses.
 - The rates are not an allowance. They are for individual meals – you must have eaten the meal to be able to submit a claim for reimbursement.

- When more than one meal is claimed for any day, you may allocate the combined maximum rates between the meals. For example, if you will be eating both breakfast and lunch, the combined rate is \$20.00. This now becomes the maximum rate for the two meals, regardless of what you spend on each meal.
- Note that it is not permitted to use a combined maximum rate and not claim for each of the meals. For example, it is not permitted to combine the maximum amounts for breakfast and lunch (\$20.00) to claim for brunch. Nor is it permitted to combine the maximum 3-meal rate (\$40.00) if only 2 meals are eaten.

▪ **Meal Expense Reimbursement Rates Protocol**

Maximum Allowable Expense Reimbursement Rates	
Breakfast	\$ 8.75
Lunch	\$11.25
Dinner	\$ 20.00

- The most senior person in attendance must pay the bill and submit the expenses
- As per Government of Ontario standard policies, no alcohol will be reimbursed

c) Accommodations

- If a staff person is away from home on Unison business, the cost of accommodation will be paid by Unison.
- It is expected that staff will obtain the most economical rate for appropriate accommodation.

d) Reimbursement of Expenses

Reimbursable expenses include travel by car or TTC while on Unison business. Requests for reimbursement of expenses must be submitted on a monthly basis to the supervisor in order for reimbursement and shall follow Unison’s policy and procedures.

e) Other expenses paid by Unison include:

- CMPA Professional Dues and Liability Insurance: Licensed professional employees shall be responsible for providing Unison with current proof of professional registration and proof of liability and/or malpractice insurance coverage to the supervisor or delegate. Any overpayment or discount related to professional dues or insurance paid on behalf of an employee and subsequently received by him/her, shall be refunded to Unison.
- Reimbursement of professional dues and insurance may be limited to those dues and fees permitted by the funder and therefore Unison’s reimbursement policy may be subject to change.