



Travel Authorization ~ Reconciliation Form
Travel Advance ~ P.R. Expenditures
Instructions and information

1. **Complete receipts must be submitted with all expenses reconciliations.** Incomplete reconciliations will not be paid. It is the responsibility of the recipient to recover lost receipts. The advance will be considered a debt to the UNW until complete and accurate reconciliations are received.

2. **Submit your expense claim reconciliation to:**

Union of Northern Workers
Finance Assistant
Suite 200, 5112 – 52 Street
Yellowknife, NT X1A 3Z5

If you have any questions or problems regarding filing the expense claim reconciliations, please contact the Union:

Tel: 873-5668 or toll free 1-877-906-447

Fax: 867-920-4448

Email: fin@unw.ca

UNW Regulations – MEMBERSHIP AFFAIRS – GENERAL 11. e.

“Any member owing money to the union for more than thirty (30) days will be declared a **MEMBER-NOT-IN-GOOD-STANDING**. Disciplinary action shall be taken against such persons in accordance with the By-Laws. Prior to any action being taken, the member shall be written to by the President (or designate) to inform the member of the ramifications of being a MEMBER NOT IN GOOD STANDING. (81-05-29)(Amended 94-05-14)(96 Convention-97.173)”

UNW Regulations – MEMBERSHIP AFFAIRS - 9. ATTENDANCE OF UNION ACTIVITIES

- a. **Individuals travelling to attend meetings, conventions, courses, conferences, etc. shall attend all scheduled sessions associated with those events,** including but not limited to classes, caucuses, seminars, committees, and plenaries. (Amended 94-05-14)(96 Convention-97.170)
- b. **Individuals travelling on union expenses shall be responsible for serving the union’s ends to the extent that it is possible. This means that such individuals should make union business their priority.** If there is a union function or activity that would benefit from attention being paid to it by the traveler, he or she is expected to make it a priority over any other business.
- c. **Individuals who fail to perform their responsibilities under this policy without just cause shall forfeit their daily per diem on a pro rata basis. The amount of the reduction in per diem for the day shall be equivalent to that portion of the day's business which the individual failed to attend.** For example, if a person arrives 2.5 hours late for a meeting that lasts 7.5 hours, he or she will forfeit 2.5/7.5 or 1/3 of the daily per diem rate. (A grace period of up to one hour should be considered for most activities.) This amount will be claimed from the regular hold back to the extent possible. If the hold back is not sufficient to cover the amount to be reclaimed, the Director of Finance and Administration will raise an invoice for the balance.
- d. A member who has an outstanding financial obligation to the Union for the reason stipulated in "a" above will be notified by UNW HQ. Failure to remit the outstanding amount (and/or completed travel claim form) within thirty days of that written notice will cause that member to be a MEMBER-NOT-IN-GOOD STANDING. (Amended 94-05-14) (96 Convention)Union of Northern Workers Regulations Revised October 2012 36
- e. Officers of the Union are obliged to bring to the attention of the President or Director of Finance and Administration any breaches of this policy of which they become aware. The Director of Finance and Administration is obliged to investigate any such allegations and report his or her findings, along with a recommendation, to the President. The President will authorize the reduction in per diem if this policy is breached.
- f. Instances wherein an individual has their per diem reduced will be reported by the Director of Finance and Administration to the full Reading File. All members of the Executive of the Local to which the member belongs are also to receive the notice.
- g. Individuals who are penalized under this policy have a right to appeal the decision of the Director of Finance and Administration and President to the Finance Committee. The Finance Committee shall have the right to receive evidence in the case in any manner they prescribe. The decision of the Finance Committee shall be final and binding.
- h. A short summary of this policy will be distributed with every travel advance. Persons who accept a union travel advance must agree to abide by all the policies of the union while on the trip or business for which the advance is provided. (Amended 91-05-08) (93 Convention)