

District 1 OSSTF/FESSO



District ONE –OSSTF/FEESO Allowable Expenditures for Federation Activities

Effective July 2019 (revised Nov. 8, 2019)

Authorized expenses as outlined in the OSSTF Financial Handbook under Federation Activity Allowable Expenditure Guidelines and approved by District 1 spending authorities will be reimbursed within reasonable time limits (normally within 30 days). Expense vouchers must be accompanied by original itemized receipts. Claims not in accordance with OSSTF District 1 guidelines will be adjusted accordingly. Members are encouraged to submit claims in a timely fashion. Claims not completed by Nov. 30 of the following fiscal year will not be accepted (i.e. Expenses incurred during the 2018-19 fiscal year must be submitted by Nov. 30 of 2020 to be processed. Claims for prior fiscal years will not be accepted.). Exceptions to these guidelines are outlined in the OSSTF Financial Handbook which can be found at https://www.osstf.on.ca/-/media/Provincial/Documents/About-Us/financial-handbook/financial-handbook.ashx?sc_lang=en-CA.

Online claim forms are available at <http://www.osstfdistrict1.ca/Links.asp>

1. **Travel:**

Vehicle travel will be reimbursed at 50 **cents** per kilometer from your place of work to the location of the meeting, then back to your home. For the first eligible passenger, car-pooling will be reimbursed at 55 **cents** per kilometer. For two or more eligible passengers, car-pooling will be reimbursed at 70 **cents** per kilometer. Passengers must be listed on the claim.

2. **Meals:**

- Meals may only be claimed when members are on authorized OSSTF business or in lengthy travel to and from authorized activities.
- All claims must be supported by an actual restaurant bill or credit card flimsy. (**A tear-off stub is not normally acceptable.**)
- If more than one person's meal is on the same claim, the names of each member must be noted on the bill.
- No claim may be made if "laid on" meals were part of the OSSTF activity.
- **Gratuities are included** in the allowable per person guidelines for meals.
Per person guidelines: Breakfast: \$ 15 Lunch: \$ 25 Dinner: \$ 50

3. **Childcare/Dependent Care:**

Childcare or dependent care expenses to allow members to attend authorized OSSTF activities will be reimbursed at a rate of **\$ 20.00** per hour. The maximum reimbursement for a day will be **10 hrs**, regardless of the number of dependents. If overnight care is needed, up to **\$50** will be provided for overnight care. Receipts must be submitted with the claim. Reimbursements will not be made to immediate family members. Members needing to bring their family to district meetings are eligible for the same accommodation arrangements as provincial meetings' so they may have an extra room for their (minimum of 3) dependent children under the age of 18.

4. **Miscellaneous:**

The appropriate signing authority may only claim refreshments for OSSTF meetings.

5. **Non-Eligible Expenses:**

- Hotel services such as movies, mini-bar items and laundry
- House sitting, pet sitting, pet care
- Dry cleaning
- Personal entertainment and refreshments
- Any other expenses that are not normal business expenses
- Claims made using gift cards, credit card points, Air Miles, Aeroplan, ...