

## 6.7 Travel Expenses

1. Association members and staff will receive reimbursement for reasonable expenses incurred in the conduct of PEA business. The level of, and formula for, reimbursement will generally parallel expense reimbursement available to members while on employer business.
2. Members and staff who elect to travel by road rather than by air to attend to PEA business will be entitled to claim mileage for the actual distance, by the shortest primary route, from the departure site (home or office as the case may be) to the meeting site. Incidental mileage not required for travel to meetings is not eligible for reimbursement and should not be claimed. Where overnight accommodation is required, claims may include the actual shortest-route mileage required to travel between the hotel (or other overnight domicile) and the meeting site. In no case, however, should combined travel expenses – including mileage, meals, accommodation and any other travel expenses – exceed those that would have been incurred had travel occurred by air. The amount of leave granted will be that necessary to travel by air. Additional leave shall be granted only for medical reasons and with prior approval.
3. Use of rental cars will require demonstration that the rental car is cost effective when compared to alternative travel methods. Members and staff should seek advance approval of the Executive Director or designate if in doubt.
4. For members and staff working on PEA business the Association will reimburse reasonable receipted child care costs, subject to the following conditions:
  - a) reimbursement will apply only in respect of dependent children living at home and only where another family member residing in the home is not available to provide child care;
  - b) reimbursement will apply only to costs arising for periods outside of normal working hours (i.e., 0830 - 1630 Monday to Friday).
5. The following rates shall apply:

<i>Effective Date</i>	<i>April 1, 2006</i>	<i>April 1, 2007</i>	<i>March 30, 2008</i>	<i>March 29, 2009</i>
<b>Meal Allowances</b>				
Breakfast	\$10.75	\$11.00	\$11.25	\$11.50
Lunch	\$12.50	\$12.75	\$13.00	\$13.25
Dinner	\$21.50	\$21.75	\$22.00	\$22.25
<b>Vehicle Allowance</b>	47 ¢ per km	48 ¢ per km	49 ¢ per km	50 ¢ per km

POLICY APPROVED APRIL 7, 2006