



Application Information CUPE BC Pandemic Fund

The CUPE BC Pandemic Fund was created to provide Locals and District Councils with financial assistance for operational and member service expenses incurred as a result of the COVID-19 outbreak. This program is available to all CUPE Locals and District Councils in British Columbia, including those not currently affiliated to CUPE BC.

Eligible Recipients: All CUPE Locals (affiliated and non-affiliated) and CUPE District Councils in BC

Funding Amount: Up to a maximum of \$3,000 per affiliated and non-affiliated Local or per District Council

Application Instructions: Refer to page 3.

Paid to: Approved expenses will only be reimbursed directly to chartered Locals, non-affiliated CUPE Locals, or District Councils (not individual members).

Timelines: Retroactive to March 1st, 2020. Funds will be available for the duration of the COVID-19 pandemic or until December 31, 2020, whichever comes first.

Eligible expenditures include:

1. **Telecommunication Expenses:** Program purchase and installations, account setup, and service provider expenses (i.e. Zoom, GotoWebinar, GoToMeeting, Simply Voting)
2. **New Remote Technology Equipment:** Laptops, other equipment purchases for remote operations, or video conference hardware (i.e. computer cameras)
3. **Membership Data Management:** Costs towards setting up/updating membership lists and databases
4. **Member Service Travel:** Additional travel and book off from work to support members
5. Any other requests beyond the above noted that support locals in transitioning towards the use of remote technology to service members during this time will also be considered. Prior to purchase, please contact the CUPE BC Division Office at info@cupe.bc.ca to obtain pre-approval for the expense.

Additional IT Support

In addition to funding support, CUPE BC will extend **IT support** from its current service provider to Locals, District Councils, and non-affiliated Locals to help set up such technologies at no additional cost. The IT support line will be accessible on weekdays between 9:00am-4:00pm. Locals, District Councils, and non-affiliated locals can call the IntelliNet IT support line directly for equipment or software setup assistance.

IT Support Line: (604)-273-5001

Billing Code: CUPE BC Pandemic Fund. Direct bill to CUPE BC.

When calling in for IT support, please ensure you have an active internet connection. This is required for IntelliNet staff to provide virtual troubleshooting assistance.

Application Instructions

Review the fund criteria to ensure the expenses are eligible for reimbursement through the CUPE BC Pandemic Fund. If the expense is not listed in the fund criteria, please contact the CUPE BC Division Office at info@cupe.bc.ca to obtain pre-approval for the expense.

Complete a **CUPE BC Expense Claim Form** as follows:

1. Enter your First and Last Name
2. In the **“Cheque Payable To”** section, select the **“Local”** checkbox or type **“District Council”** in the fillable field. Funds will only be reimbursed directly to chartered locals or District Councils, not individual members.
3. Under **“Reason For Expense”**, enter **“CUPE BC Pandemic Fund”**.
4. Under **“Cheque Mailing Address”**, enter your Local or District Council mailing address.
5. Under **“Email”**, enter your Local or District Council email address. If you do not have a designated Local or District Council email address, please enter your personal email address.
6. **Book Off Required:** If your Local or District Council is seeking reimbursement for book-off on behalf of members in alignment with the Pandemic Fund eligibility criteria, please select **“Yes”** and specify the timeframe.
7. Enter claimable expenses per the **CUPE BC Expense Claim Policy**. Please ensure to include a **description** for each expense in the **“Description”** column field.
8. In the **“Notes”** section on the bottom left of the form, please detail how each of the claimed expenses meet the criteria for the Pandemic Fund.
9. If the expense is not listed in the fund criteria, please also provide details in the **“Notes”** section to explain how the expense supports your Local/District Council services during the COVID-19 outbreak.

Submit your completed form and accompanying receipts electronically **by email** to the **CUPE BC Accounting Department** (accounting@cupe.bc.ca). Photos of receipts will be accepted.

If you have any questions regarding the CUPE BC Pandemic Fund, please email info@cupe.bc.ca for additional information.



CUPE BC DIVISION
410 - 6222 WILLINGDON AVENUE
BURNABY, BC V5H 0G3

Phone 604-291-9119
Fax 604-291-9043
Email accounting@cupe.bc.ca

EXPENSE CLAIM

(effective June 1, 2019)

FOR ACCOUNTING USE ONLY

CANADIAN UNION OF
PUBLIC EMPLOYEES
BRITISH COLUMBIA

INSTRUCTIONS: Complete and print form, sign and include all receipts. Forward to CUPE BC (make a copy for your records).

FIRST NAME	LAST NAME	CHEQUE PAYABLE TO – please (✓) one <input type="checkbox"/> MEMBER <input type="checkbox"/> LOCAL _____	REASON FOR EXPENSE– (identify CTTE name or event attended)
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CHEQUE MAILING ADDRESS – include street, city or town, province, postal code	Email:	BOOK OFF REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO
DATES: _____		

EVENT DATE	DESTINATION		TIME Depart Arrive	PER DIEM FULL DAY = \$86 HALF DAY = \$43 INCIDENTAL=\$17	PRIVATE VEHICLE EXPENSE		PARKING/ TAXI/ TRANSIT	FERRY/ CAR RENTAL	HOTEL	WAGES (Locals only)	OTHER		TOTAL DAILY COST	FOR ACCOUNTING USE ONLY
	From To (Location)				KM	\$.58 per km					AMOUNT	DESCRIPTION		
TOTALS														

NOTES

I certify that I incurred the amounts shown on this statement on behalf of CUPE BC and/or my Local

MEMBER SIGNATURE	DATE SIGNED
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OFFICE USE ONLY	
RECOMMENDED BY:	SPENDING AUTHORITY SIGNATURE
CLAIM TOTAL	
\$	



CUPE BC EXPENSE POLICY SUMMARY

PREAMBLE

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of CUPE BC. This policy shall be reviewed annually by the Trustees. Expense claim forms must be submitted within 6 months of when the expense(s) were incurred. The Secretary-Treasurer is authorized to approve expense claims past the 6 months for extraordinary circumstances.

WAGES

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the Local Union only. Wage loss will not be paid to individuals.

ACCOMMODATION

If accommodations are required, they must be booked through the CUPE BC office. Members are entitled to a single room, however if members choose to share a room, this should be clarified with the CUPE BC office when booking the room. Where possible all room, taxes and parking will be billed directly to CUPE BC.

DEPENDANT CARE

If required, dependant care will be paid outside of regular working hours at the rate of up to \$20.00/hour to a maximum of \$300.00/day (which includes travel time) upon completion of the CUPE BC Dependant Care Expense Claim form.

TRANSPORTATION

To be the most convenient and economical means with the maximum kilometres not to exceed airfare. Airfare, where required (economy class), must be booked through WE Travel.

- a. Automobile allowance 58¢ km (**effective June 1, 2019**).
- b. Parking cost when on CUPE BC business (receipt must be provided).
- c. Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.
- d. Where ferry travel is required, only land kilometres will be reimbursed and ferry fares with submitted receipts.
(Note: some distance calculators include the kilometres the ferry travels over the water; those kilometers should be deducted from claim).
- e. If you are using the public transit system to attend the meeting you can claim a transit honorarium equivalent to the cost of an All Day Transit Pass.

PER DIEM

- a. \$43.00 per half day meeting (when no meals provided).
- b. \$86.00 per day for an all day meeting (when no meals are provided).
- c. \$43.00 for half-day of incoming travel to next day meeting or return travel day, next day after meeting.
- d. \$86.00 for full day travel to and from meetings.
- e. \$43.00 for evening meetings requiring meals (unless already receiving \$86.00 full day per diem).
- f. \$17.00 for meetings where all expenses (meals) are included.
- g. Where members are booked off for special projects (e.g. Zone coordinators, Campaign Workers, etc), the full time officers per diem policy will apply.

DAYS IN LIEU

In cases where CUPE BC business causes Executive Board members and/or Trustees to lose both of their consecutive regularly scheduled days off, they will be allowed to book off days in lieu at CUPE BC's expense. Prior authorization of the Secretary - Treasurer is required for book off of days in lieu.

CONVENTION COMMITTEES

Convention committee members will have wages and rooms paid for those days the committee is required to meet prior to Convention convening. Per diem for days committee meets when Convention is not in session will be \$86.00. The following per diems will apply to the Credentials, Resolutions and Sergeant-at-Arms Committees when Convention is in session

- a. Chairperson - \$35.00 per day.
- b. Committee Members - \$30.00 per day.
- c. Hotel room at prevailing rates and loss of wages as required.

Convention Committee members who wish to forfeit per diem may have this amount donated to the Colleen Jordan Humanity Fund. Resolutions Committee – when required to meet prior to the start of convention, lunch will be provided. When required to meet prior to daily convening of convention and through the lunch break food will be provided.

RECEIPTED EXPENSES

Where receipted expenses are being submitted, a credit card/debit slip will not be accepted on its own. An itemized receipt from the agency must also be included (e.g. hotels, BC Ferries, etc.) If no receipt is available due to special circumstances a declaration providing an explanation may be accepted, signed by the member and authorized by the Secretary-Treasurer. These declarations may be reviewed by the Trustees.