



CUPE VANCOUVER ISLAND DISTRICT COUNCIL

Serving communities from Vancouver Island through Powell River

EXPENSE VOUCHER

REQUESTOR INFORMATION

Name	Date
Address	CUPE Local
Committee to charge	Approved via budget or motion <i>(if motion include date)</i>
Will your local be billing wages as a result of this voucher? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, provide the dates and number of hours.	

PAYEE INFORMATION

Name / Organization (payment to be issued to)	Address (payment to be mailed)
E-transfer Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, provide email address.	

EXPENSE INFORMATION

Date of Expense	Details of Expense	Receipt "R"	Amount
Total Expense:			
Full day per diem: \$86.00 per full day Half day per diem: \$43.00 per half day Kilometers: .68¢ per KM (Follows the CUPE BC rate for KMs & addresses must be provided)			

CERTIFICATION

This is to certify that I incurred the amount(s) above on behalf of CUPE Vancouver Island District Council.
Signature: _____ **Date:** _____

APPROVAL ****TREASURER TO COMPLETE****

Payment recommended by:	Notes / Comments	Charge to Account	Amount
Treasurer, VIDC PO Box 338 Sooke, BC V9Z 1G1 treasurerVIDC@gmail.com			

#. _____ DATE: _____ TOTAL: _____ Recorded: _____



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EXPENSE GUIDELINES 2023

1. VIDC follows the current CUPE BC Expense Policy as a general guideline.
2. Per diems: \$43 half day (no meals provided), \$86 full day (no meals provided), \$17 in person (all meals included), \$17 video conferencing meeting scheduled for 4 hours or more
3. Mileage: \$.68 km ***CUPE BC automatically follows the CRA mileage rate*
4. Mileage and per diem(s) to attend general VIDC meetings is to be paid by the delegate's local as you are a delegate from your respective local.
5. Executive Board members, Committee Chairs, committee members and Trustees required to attend think tanks, special meetings, or audits will receive a per diem and mileage, as applicable. Wage loss will be paid to the delegate's local as invoiced and applicable.
***If a general meeting follows any of the above the travel expenses is to be paid by the delegate's local as you are a delegate from your respective local.*
6. Committee Chairs and approved members of committees will have their hotel paid for the Friday night before a VIDC general meeting **if** a committee meeting is held on the Friday, typically in the evening.
7. Executive Board members required to drive more than 1 hour to attend a VIDC executive meeting scheduled for a Saturday morning may have their hotel the night before paid by VIDC.
8. Executive Board members or delegates required to travel a considerable distance (e.g. Port Hardy, Gold River) may have their hotel paid for, the night of a VIDC general meeting, by VIDC.
9. VIDC delegates to conferences, conventions, education seminars etc. will be paid appropriate travel, per diem, and wage loss as approved by committee budget or the VIDC membership. Child care expenses follows the CUPE BC Expense Policy to be submitted to the treasurer as per CUPE BC guidelines. The childcare attendant must provide a signed receipt.
10. All wage recovery to be billed to the treasurer from your local. Wage loss will not be paid to an individual delegate without membership approval.