



Updated: September 5, 2025

## Travel Policy & Procedure

### PURPOSE

To provide a consistent process for Local 488 Managers, Business Agents, Employees and Members to apply for travel coverage and reimbursement and receive reasonable allowance compensation, and for Supervisors and Managers to make informed travel approval decisions.

### OVERVIEW

Local Union 488 recognizes that its Managers, Business Agents, Employees and Members may travel periodically for business purposes and will incur reasonable costs that shall be reimbursed upon adhering to this policy. Personnel may choose to apply for a per diem provided prior to travel or to submit receipts for reimbursement following travel. The policy addresses the responsibilities of UA Local 488 management and personnel regarding travel and the requirements for reimbursement of travel expenses.

### PRINCIPLES GOVERNING THIS POLICY

- **Accountability:** Management is accountable for the prudent use of UA Local 488 funds.
- **Flexibility:** Management makes fair and consistent decisions related to personnel travel while recognizing each person's accommodation needs.
- **Fiscal Responsibility:** Management will demonstrate sound economic and management practices when authorizing travel expenses and personnel will pursue cost-effective travel expenses.
- **Personnel Health & Safety:** Management will recognize individual needs that have implications for the health and safety of personnel regarding travel, accommodation, and meals.

### POLICY

- Prior to all travel commencing, except travel to and from job sites (or Fort McMurray or Calgary for personnel based there) the traveler's immediate Supervisor or Manager must approve of all out-of-town travel.
- Personnel must follow the established procedure when applying for travel approval or reimbursement for travel.
- Supervisors and managers should consider alternatives to travel, such as videoconferencing and teleconferencing, before approving travel.
- Personnel are responsible for planning and organizing their own travel arrangements and itinerary.
- Personnel are covered by UA Local 488's travel, medical, and health insurance while travelling on approved business.

- Personnel may combine business travel with personal leave provided that such personal travel is authorized by the person's supervisor or manager and there are no additional costs to UA Local 488 resulting from the personal travel.
- Personnel combining personal travel with business travel assumes all personal liability during the personal portion of the travel and are not covered by UA Local 488 insurance.
- UA Local 488 will not cover any costs whatsoever incurred by any non-UA Local 488 personnel travelling with the traveler.
- UA Local 488 will not cover the costs of any driving or parking violations incurred by the traveler.
- Personnel may use approved business travel to collect loyalty points provided there are no additional costs to UA Local 488.
- All personnel who plan to drive a vehicle for business travel (personal, company, or rented) must hold a valid and appropriate driver's license and must use the most direct yet safe route to reach the destination.
- Personnel who do not have business travel coverage may apply to Management to reimburse the cost of such additional insurance for one private vehicle for the duration of the business trip.
- UA Local 488 assumes no financial responsibility for private vehicles beyond the mileage rate and additional business insurance. This includes repairs and damage to the vehicle, any deductible amounts incurred, and any increases in personal insurance resulting from any accident or other incident during business travel.
- Where possible, personnel travelling on the same business trip should ride-share (including taxis) whenever possible. Only one person will be reimbursed for personal vehicle costs.
- When personnel attend business events that include accommodation, they must stay in the accommodation provided unless approved otherwise.
- Personnel travelling outside of Canada on UA Local 488 business shall be reimbursed for the cost of any health-related requirements such as vaccinations and health certificates and any required travel visas.
- All exceptions to this policy must be approved prior to traveling.

***Specific policy requirements are as follows:***

**For Travel Using a Personal Vehicle**

- The vehicle allowance is \$0.70 per km effective May 3, 2026.
- up to 200 kilometres - \$118 each way;
- 201 kilometres to 300 kilometres - \$168 each way;
- 301 kilometres to 375 kilometres - \$203 each way;
- 376 kilometres to 475 kilometres - \$301 each way, or actual airfare if suitable proof of air transport is provided to the Employer.
- over 475 kilometres - as mutually agreed between the parties to this Agreement to a maximum of \$461 each way or air fare inclusive of taxes in the event this is the most practical method of accessing the project/jobsite.
- Business Agents/Management who drive a company vehicle do not qualify for a per KM allowance.
- Personnel will be reimbursed for any tolls incurred, such as ferries, highways, and bridges provided the traveler has followed the most direct yet safe route.
- Personnel will not be reimbursed for the cost of gasoline or charging an electric vehicle as that is included in the mileage rate.

**Rotational Leave Allowances**

1. On jobs located beyond a three hundred (300) kilometre radius to a maximum of four hundred and seventy-five (475) kilometres from the centre of Edmonton or Calgary or other hiring hall location, the Employer shall:
  - Pay an allowance of \$234 after thirty-five (35) calendar days of employment on the job and thereafter for each subsequent thirty-five (35) calendar days of employment on the job.
  - Where the employee accepts Employer supplied transportation he shall not be entitled to the above allowance.
  - Allow employees five (5) working days leave after each thirty-five (35) calendar days of employment on the job.
2. On jobs located beyond a four hundred and seventy-five (475) kilometre radius from the centre of Edmonton or Calgary or other hiring hall location, the Employer shall:
  - Provide a negotiated transportation allowance, not to exceed scheduled airline air fare where scheduled air service is available, or pay an allowance of \$420 where airline service is not available, after thirty-five (35) calendar days of

employment on the job and thereafter for each subsequent thirty-five (35) calendar days of employment on the job.

### **For Travel by Air and Other Public Transportation**

- Booking flights ahead of time and choosing economy airfare should always be sought to ensure the least costly airfare. Multiple connecting flights may not necessarily be the least costly method of travel. Additional approval is required by the Business Manager if travel costs/arrangements deviate from the above-mentioned policy.
- When travelling to an airport using a personal or company vehicle, the least costly airport parking will be reimbursed.
- If a rental car is required, a non-luxurious mid-size sedan or SUV shall be chosen.
- If rail travel is required, standard economy class should be selected.

### **Hotel Accommodation**

- Hotels shall be chosen based on single occupancy and with a mid-range room cost.
- Generally, the hotel selected should be within walking distance of the meeting venue to minimize the cost of public transportation and parking.

### **Meal Allowance**

Personnel may select one of two options for meal allowances:

1. **Per Diem Travel Advance:** To cover the cost of meals and incidentals, UA Local 488 shall provide a per diem of \$125 for meetings and conferences or \$100 for other events, paid by direct deposit prior to the travel and effective on the first day of travel.
  - Personnel selecting this option are not required to provide receipts for meal expenses.
  - Without receipts, the per diem is considered a taxable benefit that personnel must report on their income tax returns. This applies even if some meals are provided as part of the meeting, conference, or other event.
  - If personnel choose to provide receipts for meals and claim reimbursement, this such reimbursement is not then considered a taxable benefit, but personnel must return any of the per diem not used to the UA Local 488 Accounting Department.
  - If personnel select the reimbursement with receipts option, incidentals, such as pay per view movies, alcoholic beverages, and room service, shall not be reimbursed and are solely the responsibility of the traveller unless the room service comprises a standard meal (breakfast, lunch, or dinner). Alcoholic beverages with a meal will not be covered, however.

- If personnel choose to provide receipts, any amount exceeding a reasonable amount will not be reimbursed. Personnel should confirm with their immediate supervisor or manager the maximum meal allowance approved.
2. **Post-Travel Reimbursement with Receipts:** UA Local 488 will reimburse personnel for all reasonable meal expenses and reasonable incidentals on submission of a travel claim with receipts.
- It is the traveller's responsibility to ensure collection and retention of all receipts.
  - Non-reasonable incidentals such as pay per view movies, alcoholic beverages, and room service, shall not be reimbursed and are solely the responsibility of the traveller unless the room service comprises a standard meal (breakfast, lunch, or dinner). Alcoholic beverages with a meal will not be covered, however.

### **Travel in the United States of America**

If personnel travel into the USA for business purposes, the same rates apply to travel, accommodation and meals as in Canada but are reimbursed in US funds.

### **PROCEDURE**

1. Seek approval from Supervisor or Manager of your travel plans.
2. Collect all applicable receipts during the duration of your trip.
3. Complete and fill in an expense claim and attach all receipts to it.
4. Have your Supervisor or Manager approve your expense claim.
5. Forward the expense claim to accounting, in which you will be reimbursed, via direct deposit, within one week.
6. Note: Members attending a committee meeting or conference must use the "Member Reimbursement Form."