



SFL EXPENSE CLAIM

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SFL Policy: Expenses/Wage Loss must be claimed within **3 months**. See reverse for policies

Name _____ Union _____ Local# _____ //District Labour Council _____
 Address _____ City _____ Postal Code _____
 Phone: Work (_____) _____ Cell (_____) _____ Email _____
 SFL Activity _____ Date(s) _____ Location _____
 Time of Departure _____ a.m./p.m. Return _____ a.m./p.m.

PART 1: EXPENSES: -MUST CHECK THE FOLLOWING Send Expenses to: **ME** OR **MY UNION**

-VEHICLE TRAVEL - CAR POOLING IS STRONGLY ENCOURAGED AND, IN SOME INSTANCES, REQUIRED

I was a passenger with _____ and have no mileage claim.
(Name of Driver)

OR

I took my VEHICLE: 1-Way or Return: From A: _____ to B: _____ if continued on
to C: _____ to A: _____ Total kms: _____ @ .35 cents/km =\$ _____ 6004 - _____

-PARKING / TAXI /AIR/ OTHER - receipts required – please attach =\$ _____ 6004 - _____

-HOTEL - room, taxes and parking charges only-receipts required _____ days x \$ _____ =\$ _____ 6005 - _____

-PERSONAL ACCOMMODATION - (in lieu of Hotel Expense) _____ days x \$25.00 =\$ _____ 6005 - _____

-MEALS - circle day(s) **S M T W T F S** Breakfast \$15 x _____ = \$ _____
S M T W T F S Lunch \$15 x _____ = \$ _____
S M T W T F S Supper \$30 x _____ = \$ _____ **MEAL TOTAL** =\$ _____ 6006 - _____

-CHILD CARE - over and above ordinary childcare costs while on SFL business - receipts required =\$ _____ 6007 - _____

-MISCELLANEOUS-please specify: _____ =\$ _____

Part 1: EXPENSES TOTAL =

PART 2: WAGE EXCEPTIONS ONLY: please make arrangements with Accounting: 306-924-8570

(Union or Employer must invoice the SFL: See back for "Lost Wages" info.)

-Hrs or Days: _____ @ Rate: \$ _____ Total Wages = \$ _____ 6009 - _____

-Vacation Entitlement: _____ weeks per year or _____ % Vacation Pay on Wages = \$ _____ 6009 - _____

OR
-HONORARIUM: FACILITATOR _____ = \$ _____ 6020 - _____

PART 1 and/or PART 2: CLAIM TOTAL =

★ CLAIMANT SIGNATURE: _____ DATE _____

Inquiries: Laura Leahy, Accounting: 306-924-8570 or Email: l.leahy@sfl.sk.ca

OFFICE USE ONLY:

Authorize Signature: _____

Date Rec'd:

Saskatchewan Federation of Labour, CLC Expense Claim Form Policy and Directions

PLEASE NOTE: Expenses/Lost Wages must be claimed within three months of event in order to be reimbursed

Top Section: complete in full, **ensuring** to include:

- **Whether expenses are paid to you OR to your union** (check appropriate box)
- **Union and Local** (even if representing a District Labour Council)
- **SFL Activity and Dates**
- **Time of Departure and Return**

Transportation and Accommodation:

Car

Car-pooling is strongly encouraged, and in some instances mandatory. The person whose vehicle is being used may claim the per kilometer rate as set under the mileage policy (see rate on the front of the expense claim).

If a member makes suitable arrangements to travel with someone other than a person charging expenses to the SFL and if the member is required to and actually pays a portion for the ride, they must obtain a receipt and may claim up to 25% of the per kilometer rate as set out on the front of the expense claim.

Bus or Train

Travelling by bus or train may be required. Wherever possible, unionized companies must be used, and an expense claimed only with the support of receipt/s.

Airplane

Travelling by airplane may be required, but only with pre-approval from the SFL President or Treasurer, and a Unionized airline used where possible. Bookings may be done through the SFL staff. Claims for expenses must be supported by receipt/s.

Taxi

Travelling outside of home cities or towns, taxi may be required, e.g., to and from airports and hotels. Claims for expenses must be supported by receipt/s.

Hotel or Personal Accommodation:

A unionized hotel must be used wherever possible, and SFL staff will make arrangements for hotel rooms, where attendance while on SFL business requires traveling more than 3 hours (or 300 kms) one direction. Any exceptions must be approved by the SFL President and/or Secretary Treasurer before expenses are incurred or submitted for a hotel room when traveling the evening before.

If you qualified for a hotel but choose to stay at a private residence (**personal accommodation**), for example a friend or family member's home, you may claim \$25.00/night in lieu of hotel.

Meals and Sustenance: A meal allowance at the rates set out on front of the claim form may be claimed if:

Breakfast Departed 7:30 a.m. or **earlier**
or
Returned 8:45 a.m. or **later**.

Lunch Departed 11:30 a.m. or **earlier**
or
Returned 12:45 p.m. or **later**.

Supper Departed 5:30 p.m. or **earlier**
or
Returned 6:45 p.m. or **later**.

Lost Wages: Only actual leave from work to conduct SFL business will be reimbursed.

Lost wages will be reimbursed to the member's union, where union leave from the employer was granted, or to the employer directly. **It is the preference of the SFL that invoices are received from the union or the employer to confirm actual union leave, and ensure that proper hours and rates of pay are reimbursed.**

Lost wages **will NOT** be paid for travel time or for SFL business outside the member's normal working day, i.e., vacation, EDO's/SDO's etc.

The SFL discourages wages paid directly to the member because the member then must become an employee of the SFL. TD1 forms must be completed, along with proof of employment (hours and wages), and must accompany the lost wages claim. The earnings are subject to tax deductions from the SFL and a T4 issued from the SFL for the end of the year that claim/s were made.

Facilitator Honorarium: Claimed only on prior approval from SFL President or Treasurer and **NOT** claiming Lost Wages.

SUBMIT SEPARATE EXPENSE CLAIM VOUCHERS FOR EACH SEPARATE EVENT OR ASSIGNMENT.

SIGN AND DATE YOUR CLAIM FORM BEFORE SUBMITTING