



Regulation 4 – Expenses for members on GSU business

General

This regulation shall be known as the Expenses for Members on GSU Business Regulation. Elected Officers of the GSU are entitled to reimbursement for expenses incurred when travelling on authorized Union business. This Regulation applies to all members travelling on any kind of GSU business.

Definition

“GSU business” shall mean any activity that has been authorized by the GSU National President including business that is a direct result of a National Officer’s assigned portfolio.

1. Salary

Members on authorized Union business during a normal work day shall be reimbursed for any lost salary. A member in an acting position shall provide proof of their acting pay before being reimbursed at the acting rate of pay.

2. Travel Time

Members travelling on authorized GSU business outside their headquarters area and outside of their regular working hours will be paid Travel Time at a straight time rate.

3. Retroactivity

When the applicable collective agreement is re-negotiated with the member’s employer, retroactive pay will be paid for all lost salary and travel time upon the request of the member.

4. Hotel Accommodation

Where hotel accommodation is required, the expense shall be borne by the Union.

5. Travel

All GSU members travelling on GSU business are entitled to payment for the following expenses upon provision of the appropriate receipts:

- transportation at the most economical rate;
- ground transportation, using the most economical method, to and from the member’s home or hotel and the airport, train, or bus station.

6. Days of Rest

Members on GSU business on a day of rest will receive Day of Rest Pay, which will be equivalent to the average salary of the members of the GSU National Council on the day after the most recent GSU Triennial National Convention. This amount shall be prorated for partial days.

7. Per Diem

For every day that an Officer is on Union business outside of their headquarters area, they shall be paid in accordance with the PSAC Per Diem rates. This amount shall be prorated for partial days.

8. Travel Advances

All travel advances issued to GSU Officers must be covered by an expense claim, which will include the appropriate receipts, within 60 days of the advance. Under normal circumstances, no member will be issued a second advance until they have accounted for an outstanding advance.

9. Miscellaneous Expense Allowance

In lieu of the payment of other miscellaneous expenses (e.g. reasonable hospitality) all GSU National Officers shall be paid an allowance of \$100.00 per month. This allowance shall be paid quarterly upon receipt of a completed expense claim.

10. Rejection of Expense Claims

If an expense claim or a portion of an expense claim is rejected for payment by the National President, the claimant shall have the right to appeal to the GSU Financial Review Committee. An appeal must be filed, in writing, within 60 days of the rejection. If no appeal is filed within that 60 days, the expense claim payment will be deemed accepted by the member.

11. Other

Members on GSU business not necessarily covered in other parts of this Regulation and who suffer a loss of salary or incur other expenses shall be reimbursed their loss of salary and shall be paid expenses in accordance with this Regulation.