



# POLICIES AND GUIDELINES

## FAMILY CARE EXPENSES

### POLICY:

- The Union will reimburse Members for actual and reasonable expenses they incur for family care which are over and above any costs they would ordinarily have incurred had they not been involved in local Union business, to a maximum of \$25 per day in total without prior approval.

### PURPOSE:

Encourage those Members with child and/or elder care expenses to attend Union functions.

### PROCEDURE:

- Receipts are required for validation.
- Handwritten receipts will be accepted.
- If expense exceeds \$25 per day, prior approval will be required by the Treasurer. The President or 1<sup>st</sup> Vice-President may also grant approval when the Treasurer may be unable to do so.
- Any authorized Local Union activity will be covered, exclusive of Union social events.

**Revised: March 2014**

Revised: October 2013

Original: May 2008

