Policy on Financial Support for Member Participation

Effective Date: 22 September 2026

(Original submitted in English)

1. Purpose and Scope	The purpose of this policy is to outline the measures that the Institute will take to ensure that no member suffers a financial loss due to their participation in Institute activities. It clarifies the entitlements and roles and responsibilities with regard to participation of any member in Institute business, both when travel is required and when it is not.
2. Definitions	**Composite allowance** means a per diem compensation for meals and incidental expenses. **Full cost of travel** includes all expenses related to that travel, including transportation, accommodation, per diems, and salary replacement. **Full day** of Institute activity means an authorized Institute activity scheduled for more than four (4) hours in a day. (BOD 22Sep2026) **Half day** of Institute activity means an authorized Institute activity scheduled for four (4) hours or less in a day. (BOD 22Sep2026) **Local area** spans an area of 16 km using the most direct, safe and practical road from the assigned workplace on any workday, and the member's home on any non-workday. **Ordinary workplace** is the location at or from which a member, when acting as an employee of their normal employer, ordinarily performs the duties of their position and, in the case of a teleworker or an employee whose duties are of an itinerant nature, the employer's premises to which the employee returns to prepare and/or submit reports, etc., and where other administrative matters pertaining to the employee's employment are conducted. **Travel status** occurs when a member is travelling away from their workplace on authorized Institute business, including local travel. Travel status is defined as beginning the first scheduled day of the authorized event and ending the last scheduled day of the event. Where under the travel policy the member is entitled to the day prior to or subsequent to the event, then travel status is expanded to include those days notwithstanding any prior reference. (BOD - June 2022) **Workday** means any day on which the member receives pay from his employer for rendering labour or for paid time for union activities, but not including any full day of leave without pay for union activities.
3. Compensatory Salary	The Institute shall pay compensatory salary to Regular members who use the following types of leave from their public service position, while participating in Institute activities (including travel time) approved by the Board of Directors.

1. leave without pay for union business
2. vacation leave
3. lieu leave
4. compensatory leave
5. pre-retirement leave
6. personal needs day
7. leave with income averaging
8. volunteer day
9. "banked time" as per collective agreements

Where a member is on a compressed work schedule, they receive compensation for the actual hours of lost pay. If the authorized activity occurs on a scheduled compressed day off, there are no hours of lost pay, and therefore no salary compensation is provided. Conversely, if it is a scheduled long day in the compressed work schedule, compensation is paid for all of the hours of lost pay.

When a member is on leave with income averaging, compensation is provided at the unreduced rate of pay.

4. Travel Arrangements

It is the prerogative of the Institute to determine whether, when, where, by whom and by what means, travel will be undertaken and to select the mode and class of transportation and the accommodation to be used, subject to the provisions of this policy.

Unless otherwise authorized in advance by the Institute, tickets for travel shall be prepaid and arranged by the Institute.

Travel in advance of an authorized event is not allowed under the policy. Where a member travels in advance of an authorized event that is considered personal travel. Any additional travel costs associated with travel in advance are the responsibility of the member and they are not entitled to any reimbursements under the policy for the prior days. **(BOD - June 2022)**

When a member extends their stay beyond the last day of travel status, they must obtain authorization in advance by the Institute. The additional days shall be considered personal travel. Any additional travel costs associated with the extended stay are the responsibility of the member and they are not entitled to any reimbursements under the policy for the subsequent days.**(BOD - June 2022)**

5. International Travel

Where international travel is being contemplated by a member** on behalf of PIPSC a briefing note shall be presented to the board prior to committing to attend the event,

The briefing note shall include:

- Purpose of travel, what is to be achieved by attending, the benefits to the Institute;
- Meeting or event itinerary of the individual attending and;

	● Approximate cost. The board will have an opportunity to ask questions on the briefing note, and provide approval before the travel and/or invitation is confirmed. **This is **not** applicable for those deployed by the employer outside of Canada.* **(BOD - June 2024)**
6. Travel between a member's home and workplace	For clarity, transportation to or from a member's home and workplace will not ordinarily be reimbursed. Exceptions may be approved by the Institute where justified by Institute business.
7. Quality of transportation and accommodation	Members travelling on Institute business, shall be afforded transportation and accommodation that are comfortable and of good quality. Transportation shall normally be arranged using commercial carriers, by the most efficient means available. The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped. Allowances, rates and conditions of payment and reimbursement shall be sufficient to meet reasonable, legitimate expenses that are necessarily incurred as a result of the requirement to travel. In exceptional travel situations, when a member is confronted with unusual costs, actual and reasonable expenses may be reimbursed.
8. Accommodations **(BOD 22Sep2026)**	The Institute shall establish a per-night city maximum for hotel stays and provide members with preferred rates where available. Members attending a meeting will be entitled to accommodations the night before the meeting if that member cannot arrive at the meeting location on time without leaving their home before 7:00 a.m. Travel time shall be calculated using the most direct, safe and practical route and shall include reasonable rest stops. Members attending a meeting occurring on two (2) or more consecutive days are entitled to accommodations, upon request, on the nights between the meeting days. Members attending a meeting will be entitled to accommodations the night of the meeting if that member cannot reasonably arrive home by 8:00 p.m. (meeting location time zone). Travel time shall be calculated using the most direct, safe and practical route and shall include reasonable rest stops.

When travelling by motor vehicle, a member will also be entitled to accommodations where the total driving required before and after attending an Institute activity on the same day would exceed:

a) 250 kilometres when attending a full day of Institute activity; or

b) 350 kilometres when attending a half day of Institute activity.

The total driving distance includes all authorized Institute travel by motor vehicle occurring before and after the Institute activity on that day.

Delegates attending the PIPSC AGM or a Group AGM are entitled to accommodations on the night prior to the start of the AGM, upon request.

Members provided accommodation under this entitlement may not request accommodation following the AGM under the Policy on Balancing Union Activity and Family Life.

9. Meals

Meals

When a meal is provided, no claim may be made in respect of that meal, except in respect of:

- Meals provided by the Institute, in conjunction with an authorized activity, if the member gave adequate advance notification that the member did not want such a meal. This exception is not allowed if the effective operation of the function requires keeping the participants together during the meal;
- Meals which are lighter than that which is normal such as a continental breakfast at a hotel.

Members shall be paid a meal allowance for each breakfast, lunch and dinner when applicable, if the meal was not provided by the Institute. The rates can be found in Schedule A. Where members incur meal costs that are higher than the established meal allowances in situations outside of their control, the actual and reasonable expenses shall be reimbursed based on receipts.

On the day of departure, members would ordinarily be entitled to breakfast if they leave home before 8:00 a.m., to lunch if they leave before noon, and to dinner if they leave before 6:00 p.m.

On the day of return, if not on the same day of a meeting**,** members would ordinarily be entitled to breakfast, to lunch if their normal travel time is three (3) hours or longer, and to dinner if their normal travel time is seven (7) hours or longer. **(BOD - June 2022 & July 2025)**

When returning home on the same day of a meeting, members would ordinarily be entitled to lunch if leaving right after the meeting and arriving home after noon and to dinner if leaving right after the meeting and arriving home after 6pm. **(BOD – July 2025)**

	Members whose beliefs or medical requirements prohibit them from consuming certain foods should provide adequate advance notice of the special requirement so that arrangements can be made with the caterers. **Virtual Meetings** For a meeting in which travel or salary replacement has been authorized and meeting identifier has been created, that are in excess of 90 minutes total in length, a member participating virtually can claim the maximum of the lunch per diem rate as specified in the Travel Policy (Schedule "A") for a maximum of one submission per 24-hour period. **(BOD - Sep 2022)**
10. Incidentals and Other Expenses	**Incidentals** When accommodations are provided, members shall be entitled to an incidental expense allowance for each day or part day in travel status. **(BOD - Jan 2024: Removed Cell & Internet Reimbursements)** **Other Expenses** Internet expenses incurred while on travel status will be the members' responsibility unless authorized by the Institute for carrying out Institute business. If additional costs are incurred such as cancellation, change or stop-over fees, the member may be responsible for payment of these additional costs.
11. Members with Disabilities	The Institute shall reimburse members with disabilities those additional reasonable costs that may be incurred to enable such members to participate in approved activities. Such members shall identify these costs in advance.
12. Cancellations and Non-Attendance	When travel plans change and the transportation or accommodations will not be required, the member shall ensure that reservations are cancelled either through the Institute staff resource, the Institute travel agent or directly with the provider as appropriate. Proof of cancellation shall be obtained (i.e., cancellation number and agent's name). In cases where a charge is incurred due to the member's negligence, (e.g., failure to cancel a guaranteed reservation), the Institute shall recover the cost from the member. Where members are billed directly, they shall be responsible for making such payments. Members whose travel has been paid to participate in an Institute event and who do not attend the full event may have their expense claims denied and may be subject to recovery of the travel costs incurred.
13. Advances	Members travelling on Institute business shall, to the extent feasible, be provided, on request, with a travel advance to cover travel expenses not directly paid by the Institute.

	No additional advances shall be granted to an individual where a previous advance has been outstanding for a period of more than sixty (60) days. Advances shall not be granted with respect to compensatory salary replacement. Every advance shall be accounted for by filling out a Travel Expense Claim.
14. Gratuities	As detailed in the Policy on Constituent Body Allocations. **(BOD – July 2025)**
15. Submission of Claims	Claims for travel expenses shall be submitted to the Institute in the format specified by the Institute. All claims must be submitted for reimbursement within ninety (90) days after the date on which the expenses were incurred. If a claim is not received within the aforementioned time frame, ten percent (10%) of the adjusted and approved amount claimed will be deducted each month thereafter. Claims must be substantiated by receipts or other supporting documents as prescribed by Institute financial policies and procedures. The only expenses for which receipts are not required are as follows: 1. Meal allowances; 2. Incidental allowances; 3. Local public transportation; 4. Any expenses for which the cost is less than $10.00, and 5. Kilometric allowance. The Institute may accept a personal declaration where the member certifies that a receipt was lost, accidentally destroyed or unobtainable. When a member or a constituent body is claiming a reimbursement for authorized expenses incurred on behalf of a group of members, the original receipts and a listing of all members attending shall be provided to the Institute prior to the reimbursement being issued. Where supporting documents for travel expense claims (such as original receipts) are not immediately requested, they shall be retained by the member for a period of two (2) years from the date of the claim. At any time within that two (2) year period, the Institute may require a member to submit supporting documents. **(BOD – July 2019)**
16. Overpayments	Overpayments, namely amounts reimbursed or paid to members, which are not in accordance with the terms of this policy, shall be recovered from the member.
17. No reimbursement for misinterpretation or mistakes	Expenses resulting from misinterpretations or mistakes are not a basis for reimbursement. Uncertainties as to entitlements should be referred to the Finance Section.

18. Appeals	Should a member disagree with a reimbursement based on the interpretation of this policy, an appeal shall first be addressed to the Finance Committee. Any further appeal would then be to the Board of Directors. The procedure for the appeal process is as outlined in Appendix "B". **(BOD - June 2022)**
19. Communication of Policies	Travel policies, procedures, allowances, rates and conditions of payment and reimbursement shall be communicated to members on the Institute website.
20. Policy Changes	Changes to financial policies and procedures shall be provided to the Finance Committee for review and input in advance of their implementation.
21. References	Appendix A – Additional Travel Guidelines Appendix B - Appeal Process Policy on Family Care

Appendix A to the Policy on Financial Support for Member Participation:
Additional Travel Guidelines

1. Commercial Transportation

Criteria	The selection of the mode of transportation shall be made by the Institute on the basis of cost, convenience, safety and practicality.
Air	Where air transportation is authorized and used, the member shall be provided with the necessary prepaid tickets by the Institute. When a member does not wish to travel by air, the Institute shall endeavour to permit the member to travel by other means, except that the full cost of travel to be reimbursed shall not exceed the maximum rate allowed for driving to Institute meetings specified in Schedule A. Itineraries should be arranged to provide for an overnight stop after continuous travel time of at least nine (9) hours, or within itineraries that would involve continuous travel time in excess of twelve (12) hours.
Train	Rail trips of three (3) continuous hours or less shall be most economic class. For longer trips, a higher standard is permitted, taking into account the cost and additional services or comfort provided, with roomette or equivalent accommodation for overnight travel as authorized by the Institute. Train travel in Business Class will be authorized within the Quebec-Windsor corridor.
Taxi	Members may claim reasonable taxi expenses incurred while on Institute business.
Ferries	Members may claim reasonable ferry expenses incurred while on Institute business.
Watercraft	In view of time and cost, transportation by watercraft, other than ferries, should not normally be authorized for Institute business travel. In those few instances where this mode of transportation is authorized by the Institute and overnight travel is involved, single accommodation shall be provided where available.

2. Member-Driven Vehicles

Criteria	Member-driven vehicles include automobiles, trucks, motorcycles, and motor homes.
Claims and Distance Limits	Barring unforeseen circumstances, the full cost of travel that shall be reimbursed for travel by car shall be the lesser of the number of kilometres driven times the applicable kilometric rate or the maximum rate allowed for driving to Institute meetings specified in Schedule A. When a member is authorized to proceed on Institute business, travel between home and a carrier's terminal shall, taking into consideration the necessary luggage involved, be by the most economical, safe and practical means. Use of private vehicles shall be reimbursed, plus parking charges where it is cost effective to leave a private vehicle at the public carrier's terminal during the period of absence.
Rental Vehicles	Rental vehicles must be pre-authorized by the Institute and may be used where, in the opinion of the Institute; this mode of travel is economical and practical. All rental vehicles must be reserved through the Institute's travel agent. Insurance is provided directly by the Institute. Additional Insurance offered by the rental car agency shall be declined. Drop-off charges shall not be reimbursed unless pre-authorized by the Institute and may be authorized only where this is cost beneficial. Mid-sized vehicles shall be rented. Larger vehicles may be authorized only when the number of members to be carried, the bulk or weight of the goods to be transported, or an extenuating circumstance warrants the authorization of a larger vehicle.
Kilometric Rates – Privately Owned Vehicles	The kilometric rates payable for the use of privately owned vehicles driven on authorized Institute business are prescribed in Schedule A. Members shall use only the most direct, safe and practical routes and shall claim only for distances necessarily driven on Institute business travel during the period claimed. The kilometric rate payable when a Canadian registered vehicle is driven on Institute business travel in more than one province or in the USA is the rate applicable to the province or territory of registration of the vehicle.
Parking	Parking fees at airports, hotels, conference centres or other centres where Institute business is being conducted may be reimbursed while traveling on Institute business. Valet parking may be reimbursed only when self-parking is more expensive, unavailable or impractical. **(BOD – July 2025)**
Insurance – Privately Owned Vehicles	The Institute assumes no financial responsibility for privately owned vehicles other than paying the authorized kilometric rate. To ensure that members are adequately protected, privately owned vehicles used on Institute business shall, as a minimum, have basic insurance coverage. Members who intend to carry

	passengers are advised to confirm with their insurance agent that they are adequately insured. The cost of this insurance is provided for in the kilometric rates. Any additional premium costs necessary to increase private vehicle insurance coverage are not reimbursable, including the lowering of deductibles. The Institute is not responsible for reimbursing deductible amounts related to insurance coverage.
Member as a Passenger in a Private Vehicle	When one or more members are authorized to travel as passengers in a private vehicle, the driver of which is not eligible to claim a kilometric rate, the driver may designate a member who is a passenger to be reimbursed as if they had been driving.
Private Aircraft	The use of a private aircraft, privately owned or rented, may be authorized by the Institute when this mode of transportation is considered economical, safe and practical. Members authorized to use privately owned aircraft on Institute business shall satisfy the Institute that they carry adequate private insurance coverage and a valid pilot's licence. Members using private aircraft on Institute business shall be reimbursed at the applicable rate in Schedule A for privately owned vehicles, based on direct, safe and practical routes.

3. Travel Within the Local Area

Travel Beginning or Ending at Workplace	When a period of long distance or overnight travel begins or ends at the workplace, the member may incur extra travel costs on the first and/or last day because the regular workplace/home commuting pattern is disrupted. Accordingly, the member shall be reimbursed for reasonable and justifiable transportation costs necessarily incurred between the residence and the workplace.
Travel between Home and another Destination	When a member is authorized to proceed on Institute business travel from home to a destination within the local area other than the workplace, or from a point of call to the home, transportation shall be provided or a kilometric rate paid for the distance between the home and the point of call, or the workplace and the point of call, whichever is less.
Reimbursement for Infrequently Used Private Vehicles	When the Institute business requires a member to bring a private motor vehicle to the workplace, or to travel to a destination within the local area, other than the workplace, and the member has clearly demonstrated to the Institute that a private motor vehicle is not the member's normal mode of travel to the workplace, the member shall be reimbursed the kilometric rate for the most direct road route between the residence and the destination up to a maximum of sixteen (16) kilometres each way, offset by the member's transit costs. Necessary parking charges may also be reimbursed. Where a private motor vehicle is the member's normal mode of travel to the workplace, Section 3 applies.
Parking	Parking charges are normally not payable when the member is on duty at the workplace. Therefore, in respect of any day on which a member is authorized to use, and does use, a private vehicle on Institute business travel from the workplace to a point of call, or from a point of call to the workplace, the member shall be reimbursed the actual costs of parking the vehicle for that day only. Where such parking is charged on a weekly or monthly basis, reimbursement shall be on the basis of 1/5 of the weekly, or 1/20 of the monthly charge, based on receipts.

4. Emergencies, Illnesses and Injuries While in Travel Status

Transportation	Payment for the use of a suitable conveyance, such as an ambulance or taxi, shall be authorized where a member becomes ill or is injured while in travel status when, in the opinion of the Institute, the member or the attending medical practitioner, the nature of the illness or injury requires that the member be transported to a medical treatment facility, to the accommodation occupied while in travel status, or home.
Additional Expenses	A member shall be reimbursed the necessary expenses incurred as a result of illness or accident occurring while in travel status, to the extent that the Institute is satisfied the expenses were additional to those which might have been incurred had the member not been absent from home, and which were not otherwise payable to the member under an insurance policy, or other authority. When, in the opinion of the attending physician, a member's condition resulting from illness or injury warrants the presence of the next-of-kin or a representative of the family, actual and reasonable travel expenses may be reimbursed.
Return Home Earlier Than Scheduled	A member may be authorized to return home earlier than scheduled as a result of personal illness or accident or in the event of emergency situations at home (e.g. serious illness or injury of a family member, fire, flood, ice storm).
Long Distance Calls	When a trip home for reasons specified in this section is not warranted, actual and reasonable expenses incurred for long distance telephone calls home shall be reimbursed.

5. Death While in Travel Status

Allowable Expenses	If a member dies while in travel status, the Institute shall authorize the payment of necessary expenses that are additional to those which might have been incurred had the death occurred in the local area. Included in the expenses payable under this article are: ● At the place where death occurred: ambulance, hearse, embalming, cremation, outside crate/container (but not the cost of a coffin/urn) and any other services or items required by local health laws. ● Transportation of the remains to the local area or, if desired by the survivors, to another location, up to the cost of transportation to the local area. Costs for an escort over and above the costs included in transporting the remains are payable only when the attendance of an escort is required by law.

- Where the remains are not transported, travel for next of kin or a representative of the family to the place of burial shall be reimbursed in accordance with this policy as though that person were a member.

Reimbursement of costs incurred under this policy shall be reduced by any amount payable under some travel insurance.

Appendix B to the Policy on Financial Support for Member Participation:
Appeal Process

Appeals	Appeals under Article 16 of the Policy on Financial Support for Member Participation is a three-stage process. The first stage is an appeal to the PIPSC Finance Section. The second stage is an appeal to the Finance Committee of the Board. The final stage is an appeal to the PIPSC Board of Directors. At each stage of the appeal process, the decisions shall be notwithstanding of any previous decision(s).
First Stage	Pursuant to Article 16 of the policy, when a member has been notified that their claim has been adjusted by PIPSC Finance Section and they are not in agreement, the affected member will notify the Manager of Finance Section they wish to object to the decision and have their submission reviewed. Such notification shall be submitted within thirty (30) days of when they became aware of the adjustment. To not inflict financial hardship, the Finance Section will make the reimbursement for the amount approved within their next scheduled cheque run. The Finance Section upon becoming aware of the member concerns will strive to provide the member a forum to discuss their claim within two (2) weeks of receipt of notice of objection. For clarity, an email to the Manager of Finance will suffice as notice of objection. The member may submit additional representations as needed with clarifying statements. Upon review of additional documentation, the Manager of Finance or their designate shall schedule a meeting with the member to review the submission. There shall be no reimbursement of salary or other costs to the member in accordance with the meeting, but every effort will be made to schedule the meeting at a suitable time for the member. After a review of the member objection, the Finance Section will provide a decision to the member. If a resolution has been reached, the member shall be provided any additional funds within the next scheduled cheque run.
Second Stage	If the member is not satisfied with the Finance Section decision, the member may notify the Chair of the Finance committee of their intent to appeal the decision of the Finance Section. Such notification can be made by email to the Chair of the Finance committee along with additional supporting documentation within two (2) weeks of notification. The Finance Committee shall place the member's appeal on the agenda of the next Finance Committee meeting. Where a regular meeting will not be within two weeks of receipt of the member appeal, the Chair of Finance will endeavor to hold a virtual meeting within two (2) weeks as to not inflict undue financial hardship. The Finance committee will

	review supporting documents supplied by the Finance Section. The member shall be afforded the same opportunity to present additional documentation and participate in the Finance Committee meeting. There shall be no reimbursement of salary or any other costs to the member in accordance with the meeting. The Finance Committee after receiving all information and having an opportunity to query both parties will recess in camera to debate the issue. The Chair of Finance Committee shall communicate the committee decision within two days. If the member confirms they are in agreement with the decision of the committee, the appeal will be satisfied. The Chair shall provide instruction to the Finance Section to issue additional funds as the case may be to the member on their next regular cheque run.
Third Stage	The member may appeal the decision of the Finance Committee to the Board of Directors. Notice of such appeal shall be filed with the Chair of the Finance Committee within one week and the Chair will have it placed on the next agenda of a regularly scheduled meeting of the Board of Directors. At the aforementioned meeting, the member, Finance Section representative and Chair of Finance committee shall be afforded the opportunity to present evidence to support their position. There shall be no reimbursement of salary or any other costs to the member in accordance with the meeting. The Board of Directors shall debate the member appeal in closed session. The decision of the Board shall be final and binding. That decision shall be communicated to the member within five (5) days and if there are additional funds to be reimbursed the Board shall instruct the Finance Section to pay any amounts applicable on their next regular cheque run.

(BOD - June 2022)