



Canadian Union of Public Employees Local 1004 Vancouver Civic Employees' Union

CUPE 1004 - EXCERPTS FROM APPENDIX E. FINANCIAL POLICY

Approved July 14, 2026

ARTICLE 2. Expenses & Reimbursement

2.7 Transportation

To be the most convenient and economical means with the maximum mileage not to exceed airfare:

- Airfare where required (economy class)
- Car mileage at the rate set by CUPE BC. Travel between a member's home and the Union Office will not be subject to the reimbursement
- Parking cost when receipt provided and when on CUPE Local 1004 business.
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts. Taxis to be shared when possible.

2.8 Per Diem

Only one Per Diem per day may apply. If multiple could apply, the higher amount will be paid.

Category A will match the CUPE BC Policy rate for full day meeting.

Current (2026) rate is \$102.

Category B will match the CUPE BC Policy rate for half day meeting.

Current (2026) rate is \$51.

Category C will match the CUPE BC Policy rate for meetings where expenses are included.

Current (2026) rate is \$20.

In-town Per Diems

		<u>Category</u>
Full day where meals are not provided	(min 5 hours)	B
Half-day where meals are not provided	(min 2 hours)	C
Full day or half-day where meals are provided		C
Evening events	(min 2 hours)	C

Travel Per Diems

		<u>Category</u>
Full day of travel	(min 5 hours)	A
Half-day of travel & Half-day meetings	(min 5 hours total)	A
Half-day of travel	(min 2 hours)	B

Out-of-Town Per Diems

		<u>Category</u>
Full day where meals are not provided	(min 5 hours)	A
Half-day where meals are not provided	(min 2 hours)	B
Full day where meals are provided	(min 5 hours)	C
Half-day where meals are provided	(min 2 hours)	C

FIND THIS FORM AND THE FULL FINANCIAL POLICY ON OUR WEBSITE UNDER RESOURCES - BYLAWS POLICIES AND FORMS OR SCAN BELOW

