

2006 Ontario Regional HEALTH & SAFETY Conferences

Expense Policy

Mode of Transportation

If you choose to use your personal vehicle you will be compensated at \$0.30 /km. Please note: for both environmental and financial considerations, car-pooling is encouraged. The PSAC will not pay for parking tickets, speeding tickets, 407 charges, or transponder fees.

All other travel will be booked through your respective Regional Office, no exceptions. Participants will be contacted regarding travel arrangements. If you plan to fly, we require notice time to ensure we obtain the most economical flight.

Meals

Lunch will be provided on Saturday. Please indicate any dietary restrictions on your registration.

Family Care

Family care will be reimbursed as per the PSAC Family Care Policy

Leave

In order to reduce costs and ensure full participation of a delegate from each local, we ask that members attempt to keep the Loss of Salary (LOS/LWOP) claims to a minimum. Members who are scheduled to work shifts on Friday evening or Saturday should attempt to either switch shifts or request Leave with Pay (LWP) from the employer in order to attend this educational conference. Under both federal and provincial Health and Safety legislations, employers are encouraged to support H&S education initiatives for Health & Safety Representatives/Joint Committee members.

Loss of Salary will only be reimbursed for delegates scheduled for regular shifts on Saturday and/or Friday evening, for those unable to switch shifts and were refused LWP by the employer **and indicated this on the conference registration form.**

Time of Travel

All attendees are expected to arrive on Saturday morning, with registration scheduled for 08:30 – 09:00 and depart following the close of the conference at 4:30 pm.

You must live **200 km away** from the conference location in order to qualify for the following:

- Friday night accommodations will be arranged for you by the R.O.
- You will be expected to travel **after regular work hours** on the Friday evening prior to your region's respective conference (exception for Shift workers scheduled for Friday eve., although the above notes regarding leave still apply)
- You will be expected to travel home on Saturday evening, at the close of the conference (please contact the R.O. if you wish to request an exception to this)
- You can claim \$10.00 incidentals for Friday night.
- You can claim a total of \$65.00 for Friday evening dinner, Saturday morning breakfast and Saturday evening dinner (lunch will be provided on Saturday)
- If a second night of accommodation is required due to travel back to a remote area, an additional 10.00 incidentals may be claimed and 25.00 may be claimed for Sunday breakfast and lunch. (if required)

The above expenses will be covered by the conference budget for **one (1) delegate per local.**