



## **PSAC Ontario Region Basic Regional Office (RO) Education Travel and Expense Entitlement Policy**

### **Purpose:**

*This Travel and Expense Entitlement Policy is designed to provide equitable access for members to our RO Basic Education Program. Members' expenses are offset in a consistent, transparent and equitable manner.*

### **Servicing RO:**

Members are expected to apply to the basic courses offered within the servicing RO that they reside in, except in exceptional circumstances as outlined in 2.D below.

### **Education Budget:**

The Education Budget will be regularly monitored by the Regional Educational Officer. The Education Budget has limited resources. The Education Budget will be reviewed annually for usage and adjusted where needed by PSAC Ontario Regional Council.

### **Member Expense Entitlements:**

The following expense entitlements are available to members who register for and complete the Regional Office basic education course (Talking Union Basics, Grievance Handling, Introduction to Local Officers & etc...)

### **Participants with Special Needs**

The PSAC is committed to ensuring that the accessibility and dietary requirements of our members are respected. Please contact your PSAC Regional Office to provide any necessary information on the Registration Form that will assist us in meeting your special needs.

### **Family Care Policy**

All members are entitled to claim Family Care costs in accordance with the PSAC Family Care policy [www.ontario.psc.com/topics/education-program](http://www.ontario.psc.com/topics/education-program)

The policy is intended to assist members with the additional Family Care costs incurred as a direct result of attending an authorized PSAC event.

### **Loss of Salary**

Members who are scheduled to work during course hours are entitled to claim loss of salary costs; a copy of the shift or compressed schedule and approved "Leave Without Pay" form is required.

### **Environmentally Friendly:**

PSAC (Ontario) encourages car-pooling and use of public transit.

### **Rates and Entitlements:**

#### **1.A Week Night course (Monday-Friday):**

A light supper will be provided and participants are entitled to claim \$20 to offset the cost of transportation and parking. Receipts are not required.

#### **1.B Saturday 1/2 Day Workshop (3 hours in morning or in the afternoon):**

Participants are entitled to claim \$25 to offset the cost of transportation and parking. Receipts are not required.

#### **2.A Weekend (Saturday or Sunday or Saturday and Sunday) courses Participants who live 60 kilometres or less from the course location:**

Participants are entitled to claim \$50 per day to offset the cost of transportation, parking and lunches. Receipts are not required.

**2.B Weekend (Saturday or Sunday or Saturday and Sunday) course  
Participants who live more than 60 kilometres and up to and including 150 kilometres from the course location:** Participants are entitled to claim mileage for transportation for one round trip plus \$50 per day for any other costs, or they can claim costs incurred for regional public transit with receipts plus \$50 per day for any other costs. Municipal/Local public transit is not covered. Participants must have pre-authorization by the Regional Office to attend the course.

**2.C Weekend (Saturday or Sunday or Saturday and Sunday) course Participants who live more than 150 kilometres and less than 300 kilometres from the course location:**

These participants will be reimbursed in accordance with the PSAC National Travel Policy rates (for meals, transportation, accommodation and incidentals) provided they have been pre-authorized by the Regional Office and the Regional Education Officer and the Regional Coordinator to attend the course. Further information on the PSAC Travel Policy is available through the PSAC Regional Office.

**2.D Members may in exceptional circumstances apply for a course that is being offered in another Regional Office service area where the course is being offered. Exceptional circumstances may include:**

- 1) The member's residence is closer to the Regional Office in another service area
- 2) A prerequisite for a course is being offered in another Regional Office service area and is not being offered in the member's Regional Office service area prior to the deadline application for the course that requires the prerequisite.

**If approved such members will be compensated as follows:**

Participants will be reimbursed in accordance with the same guidelines stipulated above, provided they have been pre-authorized by the Regional Office, Regional Education Officer and the Regional Coordinator to attend the course.

**Note:** The member's expenses for Cross RO training (i.e. members who have been approved to attend a course that is being offered in another regional office service area) as outlined above will be covered by the "home" Regional Office (i.e. where the member's local is assigned); consequently, compelling rationale will need to be provided for attending a course outside the Regional Office service area to which the member has been assigned

Further information on the PSAC Travel Policy is available through the PSAC Regional Office.

### **3. Advanced Courses**

Information on expense entitlements for **Advanced Courses** (i.e. Fall School and Geographically Based Offerings) will be outlined in the call-out letter for the Advanced Courses.