

AGM TRAVEL REIMBURSEMENT

It is the Union's policy to provide a specific amount for AGM Travel, which will be divided on a percentage basis between all members claiming travel as per the Union's current guidelines.

Members who have not paid for AGM registration are not eligible for travel reimbursement.

- All members who travel by air to the AGM will be **reimbursed a percentage *** of the cost of their **economy ticket**, less \$125 to a maximum of \$1,200.
- Overseas members will be **reimbursed a percentage *** of **half** of the cost of their ticket less \$125 to a maximum of \$1,200.
- Members will not be reimbursed the cost of travel insurance.
- Members who book indirect flights will be **reimbursed a percentage *** of **half** of the cost of their ticket to a maximum of the effective cost achieved by the Union for a direct flight, less \$125 to a maximum of \$1,200.
- Members within a 350 mile/560 kilometer radius of Ottawa will be reimbursed **a percentage** of an amount equivalent to the cheapest available ground travel or 54 cents per kilometer up to the lowest available airfare less \$125 to a maximum of \$1,200.
- Members beyond the 350/560-kilometer radius of Ottawa who choose to drive will be **reimbursed a percentage** of 54 cents per kilometer up to the lowest available airfare less \$125 to a maximum of \$1,200.
- Members requiring ground transportation between airport, train and/or bus station and their home and/or AGM site will be reimbursed a percentage of the amount equivalent to the cheapest available ground travel. The \$125 deductible will apply to the member's total travel costs.
- *If a member's dues for the fiscal year have not been paid in full at the time of claiming his or her travel reimbursement, the outstanding dues will be deducted from the member's travel reimbursement.*

*PERCENTAGE level of reimbursement will be calculated according to the total amount claimed by members versus the amount available in the Union's AGM Travel Fund. The Union cannot guarantee what that percentage will be; it will depend on the how many members claim travel reimbursement. It is expected that this year it will be 80% to 100% of the cost of members' travel after the initial \$125 deduction.