

# 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 using the AGM Travel Reimbursement are required to attend the Plenary Sessions on Saturday and Sunday. The Union will have sign in sheets available during the morning and afternoon session on Saturday and during the morning session on Sunday. Attendance may be called during or at the end of any business session. Only those members who have attended the Plenary Sessions will be 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 \$150 to a maximum of \$1,200.**
- Overseas members will be **reimbursed a percentage \*** of **half** of the cost of their ticket **less \$100 to a maximum of \$1, 200.**
- Members will not be reimbursed the cost of travel insurance, seat selection, luggage fees, or travel agency fees.
- 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 \$150 to a maximum of \$1,200.**
- Members within a 350 mile/560 kilometer radius of **Vancouver** will be reimbursed **a percentage** of an amount equivalent to the cheapest available ground travel or 40 cents per kilometer up to the lowest available ground travel less \$150 to a maximum of \$1,200.
- Members beyond the 350/560-kilometer radius of **Vancouver** who choose to drive by car will be **reimbursed a percentage** of 40 cents per kilometer up to the lowest available airfare **less \$150 to a maximum of \$1,200.**
- Members beyond the 350/560 kilometer radius of **Vancouver** who choose a transportation cost that is greater than the lowest available airfare will be reimbursed to the lowest available airfare **less \$150 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 \$100 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 close to 55% of the cost of members' travel after the initial \$150 deduction.**