



## 2013 HSA CONVENTION EXPENSE CLAIM INFORMATION

HSA delegates attending the convention will be reimbursed for expenses as outlined below by completing the annual convention expense forms by downloading and copies will be available at the convention. Please submit an expense form immediately following the convention and keep all relevant receipts for inclusion with the form.

### TRANSPORTATION

1. HSA will reimburse delegates for the **least expensive** form of transportation: Air-Economy Fare, Airport Bus where available, Taxi, Ferry, Car - 53 cents per kilometre. Transportation **MUST** be supported by receipts. Reimbursement for travelling (mileage/alternate fare, per diem, accommodation and wage replacement) shall not exceed the cost associated with air travel.
2. **AIR TRAVEL** - Stewards coming by air are required to book their tickets through W.E. Travel Services Ltd.

**Please await your letter confirming your status as a delegate before contacting W.E. Travel. You will receive contact information as well as a booking code at that time. W.E. Travel must receive your booking code before making any travel arrangements.**

**Workshop participants:** Please review your online registration on Monday, March 11th to see confirmation of your acceptance into a pre-convention workshop **before booking travel**. *HSA will not be responsible for expenses incurred for travel booked before confirmation of pre-convention workshop attendance.*

**In order to be eligible to be a delegate, you must attend the entire convention, including the plenary.** Union policy states: "Members participating in HSA events where compensation is provided are expected to participate for the entire event. The Union reserves the right to recover all or part of expenses associated with the event should the member fail to be in attendance for the entire event without providing just cause."

If any delegate is unable (because of unavailability of flights or ferries, etc.) to arrange transportation that:

- (i) leaves Vancouver after the convention concludes; and
- (ii) gets the delegate back in her or his home community after 10:00 p.m. the same day, the delegate may take Sunday off as a paid day of union leave.

To qualify for the paid day off, the delegate must notify HSA in advance of the convention unless the transportation difficulty arises after the start of the convention. Other extraordinary circumstances will also be considered upon written application to the HSA office.

### PER DIEM ALLOWANCE

Where meals are not provided by HSA, delegates may claim **\$15.00 for breakfast, \$20.00 for lunch and \$30.00 for dinner**. Note that dinner will be provided on Friday, April 19<sup>th</sup>. No per diem may be claimed for this meal.

### ACCOMMODATION

All room reservations will be made **through the HSA office** upon completion of your online registration. Please identify that you're with HSA when you arrive at the **Fairmont Hotel Vancouver**. **Note: If you are unable to use your room reservation, please be sure to notify HSA. Failure to cancel may result in your accommodation being billed directly to you.**

All delegate accommodation, including in-town participants, will be based on **shared occupancy**. Union policy states: "If single occupancy is requested and does not receive prior approval, half of the room rate will be billed to the member." The rate for this will be approximately **\$119.00** (including taxes) per night.

Delegates must choose either shared accommodation or single accommodation for the entire duration of their stay.

### SELF-PARKING

HSA will cover self-parking only for delegates staying at the hotel and will reimburse members not staying at the hotel for self-parking upon submission of receipts. The daily self-parking rate is: \$40.66 (including taxes). The hotel's parking facility is adjacent to the hotel and is underground.

## WAGE REPLACEMENT

The majority of employers grant union leave of absence to delegates attending HSA functions and then bill HSA directly for reimbursement. HSA prefers you to use this system if at all possible.

Under HSA policy, reimbursement is to "make whole" - *i.e.* only for regular salary loss - and does not include trading shifts to obtain days off.

There is one exception to the "make whole" policy, and that is with respect to part-time employees. Under HSA policy, "where the Union schedules an event, part-time members will be compensated as if they were employed full-time."

Delegates attending the Thursday afternoon plenary and Friday convention who were scheduled to work, should request paid union leave for these days. Those who were not scheduled to work should request a future day off as a paid union leave.

On **Saturday, April 20<sup>th</sup>** only those delegates who are not on a regularly scheduled day off will be compensated by the union.

On **Sunday, April 21<sup>st</sup>**, those delegates who are unable to travel home by 10:00 p.m. Saturday (including those who are travelling home on Sunday) are eligible to take a paid union leave in lieu of their "lost" Sunday leisure.

## DEPENDANT CARE EXPENSES

HSA recognizes that there may be occasions when an out-of-town member **must** bring a dependent to accompany him/her to a union function. With **prior approval** and the subsequent forwarding of receipts, the union will pay for reasonable expenses associated with caring for the dependant on site. The maximum allowable will not exceed the cost that would have been incurred if care had been provided in the member's own community.

Pre-approval is ONLY required for reimbursement of expenses when a member **must** bring a dependent to an HSA event. Please notify the Convention Registrar at (604) 439-0994 or 1 (800) 663-2017 to send you an HSA Dependent Care Pre-Approval form or download from the HSABC website at [www.hsabc.org](http://www.hsabc.org).

**Note:** Please ensure information is complete and submitted to the HSA office at least 3 weeks prior to the event.

## BANQUET AND DANCE

HSA will be hosting a banquet on Friday, April 19<sup>th</sup>, and all delegates are encouraged to attend. If you wish to bring a guest, please indicate when registering online and provide a cheque payable to HSA for \$60.00. **If you are unable to attend the banquet, it is important that you notify HSA by the registration deadline.**