



MOHAWK COLLEGE FACULTY

Ontario Public Service Employees Union

Mohawk College, P.O. BOX 2034

Hamilton Ontario L8N 3T2

LOCAL 240

EXPENSE CLAIM

PLEASE FILL IN ALL INFORMATION

NAME **DEPARTMENT:** **CAMPUS:**

[illegible]

LOCAL 240 EXPENSE POLICY (Effective June, 2008)

Until further notice, Local 240 will pay the following expenses:

- 1. A dinner allowance for local 240 Stewards and Examiner Editor(s) attending an LEC meeting.**
- 2. One dinner allowance per working month for Local 240 Stewards to cover miscellaneous Local 240 late duties (to be recorded on expense forms as “late duties” and dated.)**
- 3. A dinner allowance for Local 240 Stewards attending a Local 240 Dinner Meeting or a Local 240 General Branch Meeting.**
- 4. Mileage and parking costs of Local 240 Stewards for all inter-campus travel and other travel on Local 240 business.**
- 5. A dinner allowance for elected faculty members of Academic Council attending a Faculty Representatives Caucus Meeting.**
- 6. A dinner allowance for Local 240 members of a College Committee or C.W.M.G. Committee who attend meetings ending later than 5:30 p.m.**
- 7. A dinner allowance for Local 240 officers and elected Faculty Observers when attending a Board of Governors Meeting.**
- 8. Other appropriate expenses as approved by the Local 240 Executive or Officers.**

All claims must be submitted promptly on the proper claim form, and approved by the President or Treasurer.

NOTE: For EXPLANATION use budget headings where possible to facilitate prompt payment. Any expense not claimed within one year of the expense occurring, may not be paid by Local 240.

**Gaspare Bonomo,
Local 240 Treasurer
Revised December 2012
Revised September 2015**