

SMALL LOCAL ASSISTANCE Request Form



Small Local Assistance is available to locals with 50 full-time equivalent members or less, to help them participate in CUPE Saskatchewan conventions, schools and conferences. CUPE Saskatchewan will reimburse small locals up to \$1,250 for lost wages, hotel and transportation costs for two (2) delegates. Locals applying for reimbursement must have a dues structure of no less than 1.5% and be affiliated to CUPE Saskatchewan. Requests for reimbursement are to be in the hands of the CUPE Saskatchewan Secretary-Treasurer by the close of the conference. Each local will only be allowed to access the fund two (2) times per calendar year.

1. Fill in the form fields, as applicable.
2. Print the form and sign and date the form.
3. Send with your Local Union's delegate or submit directly to the CUPE Saskatchewan Division Office along with an Expense Voucher for your request.

Date of request: _____

Check one or more of the following:

- This is a request for reimbursement through Small Local Assistance.
- I have attached the *Small Local Assistance Expense Voucher for each delegate*.

Type of event seeking assistance to attend:
(Select from the drop down menu) _____

Date(s) of event: _____ City/Town event held: _____

Event name: _____ Place of event: _____

Local Union number: _____ Number of members: _____

Local Union mailing address: _____

Current dues structure (%): _____ Email: _____

Eligibility checklist:

- The Local Union is affiliated to CUPE Saskatchewan Division.
- The Local Union has fifty (50) full-time equivalent members or less.
- The Local Union has a dues structure of no less than 1.5%.

Please list each person the Local Union is requesting assistance for:

Person one: _____ Person two: _____

Submission for Small Local Assistance made by (Name): _____

Title/Position: _____ Email: _____

Mailing Address: _____

Signature of Local Union President

Signature of Local Union Secretary-Treasurer

SUBMIT TO: CUPE Saskatchewan, 3725 E Eastgate Drive, Regina, SK S4Z 1A5 Tel. (306) 757-1009 Fax: (306) 757-0102

SMALL LOCAL ASSISTANCE Expense Voucher



CUPE Saskatchewan will reimburse eligible small locals up to \$1,250 for lost wages, hotel and transportation costs for two (2) delegates. Each local will only be allowed to access the fund two (2) times per calendar year.

1. Fill in the form fields, as applicable.
2. Print the form and sign and date the form.
3. Attach receipts.

Claimant name: _____ Local Union number: _____

Mailing address: _____

REASON FOR EXPENSE

Check one of the following:

- Annual Convention of CUPE Saskatchewan
- Conference held by CUPE Saskatchewan
- CUPE Saskatchewan sponsored school
- Other, please specify: _____

EXPENSE DETAILS

Date(s) of event: _____ City/Town event held: _____

Event name: _____ Place of event: _____

TRAVEL

Claimant travel from _____ to _____ Return trip

Total number of kilometres travelled: _____ Total kms x \$0.45 rate = \$ _____

ACCOMMODATION

Name of hotel: _____ Number of nights in hotel: _____

Total accommodation expense (*Receipts attached*): \$ _____

PER DIEM

Travel day before meeting	(\$20) x	Number of days =	\$ _____
In town meeting	(\$25) x	Number of days =	\$ _____
Out of town meeting	(\$45) x	Number of days =	\$ _____

MISCELLANEOUS EXPENSES:

List and explain with attached receipts.

Misc. Expense(s): _____ Misc. Expense Subtotal \$ _____

LOST WAGES AND BENEFITS

- Employer will forward invoice to CUPE Saskatchewan.
- Copy of invoice from Employer attached.
- Local Union will forward wage verification.

TOTAL OF EXPENSE VOUCHER:

\$ _____

Signature of claimant

Date: _____

AUTHORIZED BY: _____	- OFFICE USE ONLY -	CHEQUE NO. _____
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Form published October 4, 2019