Frequently Asked Questions – Member Expenses
Attendance at Labour Relations Conference (LRC), Convention, Chairs’ Conference and Workshops

1. **I have to drive to Edmonton to attend the Convention. Do I get paid anything for my gas?**
   - HSAA provides reimbursement for mileage at a rate of 55 cents per kilometre. Please keep track of the number of kilometres you have traveled, retain ALL parking receipts and fill out a Member’s Expense Form.

2. **If I drive other members to the event, can I claim anything for my passengers?**
   - HSAA provides reimbursement to the driver at the rate of 0.05 cents/km for each passenger. The name of the passenger must be listed on your Member’s Expense Form. If you are a passenger in a car or on a bus, HSAA provides reimbursement of 20 cents/km.

3. **The workshop I am attending is in Calgary and I live in the city, but I work in Strathmore. Do I claim mileage from my home site or my work site?**
   - Mileage should be claimed from your home site as you are traveling to and from your home on the day of the workshop.

4. **I live in Fort McMurray and I would rather drive than fly. Do I get to choose?**
   - Members are encouraged to travel by air where schedules permit and where the total cost of airfare, hotel and meals would be less than the total cost for car mileage, hotel and meals. The Finance Committee reserves the right to reimburse members for the more economical mode of transportation.

5. **On my way home from the Labour Relations Conference I had to stop and buy myself some supper. What can I claim?**
   - Given that you were traveling during meal time, HSAA will provide a $25.00 per diem amount for supper. However, if the cost of the meal exceeded $25.00, HSAA will provide reimbursement for a reasonable amount with detailed receipts (no debit receipts).

6. **I’d rather buy my breakfast at Starbucks and skip the meal provided by HSAA at the LRC. Can I still claim my per diem?**
   - The per diem cannot be claimed when meals are provided.

7. **I am scheduled to work during the Convention. If my request for time off is approved, does HSAA replace my salary?**
   - Yes. Either your employer will pay you directly and bill HSAA OR HSAA will provide your wage replacement, including premiums, at the rate provided for in the collective agreement.
     - **Employers that directly bill HSAA are:** AHS (Alberta Health Services); Calgary Laboratory Services; Bethany Care Society; Canadian Blood Services; CapitalCare Group; Carewest; CASA (Child Adolescent and Family Mental Health); Covenant Health; Good Samaritan Society; House Next Door; Medicine Hat Diagnostic Laboratory; Prairie Emergency Medical Systems; Rexall (Pharma Plus); United Church of Canada; Workers’ Compensation Board (Millard Health) and Wheatland & Adjacent District EMS.
     - **HSAA directly pays employees of:** Associated Ambulance & Services (Whitecourt) Ltd.; Christenson Communities; DynaLIFE Diagnostic Laboratory Services; East Central 911 Call Answer Society; East Central Ambulance Association; Foothills Regional Emergency Service Commission; Stettler District Ambulance Association and The Bethany Group.
8. **Am I paid for my travel time?**
   - Members are not provided payment for travel time when attending the Convention, LRC, Chairs’ Conference and workshops.

9. **My work site is in Medicine Hat and I am attending the Chairs’ Conference. I am scheduled to work until 7:00 p.m. on Wednesday, so I would have to drive over 400 km after my shift. Will HSAA pay salary replacement for Wednesday too?**
   - In this particular scenario, yes. Prior authorization from your employer is also required. However, the answers to these types of questions vary based on the individual circumstances. If you are unsure, it is best to contact Brenda Lee-Turner at brendat@hsaa.ca to confirm what HSAA will provide reimbursement for.

10. **The workshop I attended was at the Coast Plaza in Edmonton and I had to pay for my parking. Does HSAA reimburse me?**
    - Yes. The amount you were charged must be provided on your expense form and the receipt must be provided for reimbursement.

11. **Do I book my own hotel room?**
    - Yes. Please check the website for instructions on how to book your own hotel room for each event once you are registered.

12. **I have registered for a workshop in Edmonton and I live in Whitecourt which is a long drive. Can I stay overnight in a hotel both before and after the workshop?**
    - As you would be traveling more than 80 kilometres before 9:00 a.m., you would be entitled to stay in a hotel the night before the workshop. As you are likely going to arrive home before 9:00 p.m., you would not be entitled to hotel accommodation the night after the workshop.

13. **If I stay at a friend’s house, do I get to claim my stay?**
    - HSAA will provide $50.00/night if members choose to stay at a private residence rather than at a hotel. This amount must be claimed on your member expense form.

14. **I’m on parental leave – can I attend HSAA events?**
    - Members are eligible to attend HSAA events while on parental leave and will be paid a stipend of $20/hour for each attended hour to a maximum of 7 hours. However, please be aware that there will be an impact on your parental benefits if you work more than the maximum allowable hours defined by EI, so we recommend that you contact them or review their website prior to attending.

15. **I reviewed Operations Policy 6.1: Members’ Expenses on the website, but it doesn’t really cover my situation. Who do I contact about expense questions?**
    - Please contact Brenda Lee-Turner at brendat@hsaa.ca if you have any questions about your expenses. Some requests require prior approval, so please ensure that you contact the office soon after completing your registration.