



## Unit 3 General Assistance Fund Claim 2023

Maximum of \$400 per calendar year & Maximum of 1 claim per calendar year!

### 1) Complete all areas:

- Incomplete claims, claims without the proper banking information and claims without the proper backup as required below will be denied.

### 2) Purchases:

- Upload a copy of your invoice(s) and / or receipt(s).
  - Invoices must be in your own name and must clearly state company name, dated purchased, item(s) purchased, total paid and payment method.
  - Cash register receipts must clearly state company name, date purchased, item purchased, total paid and payment method.
  - If the invoice or receipt does not indicate amount paid and payment method, then you must upload proof of payment (credit card statement or bank statement).
- For online purchases.
  - Log into your online account to download the final invoice.
  - If the invoice or receipt does not indicate amount paid and payment method, then you must upload proof of payment (credit card statement or bank statement).
  - An order confirmation IS NOT considered proof of purchase.
  - We DO NOT accept screen shots.
  - The items must be delivered before submitting a claim.

### 3) Conferences, seminars, workshops, and meetings:

- Upload proof of registration and details.
- A description & an agenda of the event must be uploaded.

### 4) Foreign Exchange (F/X):

- To validate F/X rates upload a credit card statement or bank statement.
- For foreign credit cards and foreign bank statement(s) please upload foreign exchange rate calculated through bank of Canada.
- <https://www.bankofcanada.ca/rates/exchange/>

### 5) Deadline:

- Claims for Winter 2023 must be submitted between February 1 and March 31, 2023.
- Receipts must be dated in 2023.

**For questions, please contact the Unit 3 VP (Chief Steward)**

- [unit3vp@cupe3904.ca](mailto:unit3vp@cupe3904.ca)

[www.cupe3904.ca](http://www.cupe3904.ca)



## **Eligibility:**

- A.** CUPE 3904 Unit 3 members with a GA, TA, or Lab Monitor contract.
- B.** Limited to 1 claim to a maximum of \$400 per calendar year.
- C.** Funds are limited and paid on a first-come-first-served basis.
- D.** Receipts must be dated in the same year as the claim; receipts from prior year(s) are not valid.
- E.** Expenses related to conferences, seminars, workshops, and meetings must be submitted after the event has occurred.
- F.** Deadline: Claims Winter 2023 must be submitted by March 31, 2023.  
(All receipts must be dated in 2023)

## **DUE TO THE HIGH VOLUME OF CLAIMS, PLEASE DO NOT CONTACT THE CUPE OFFICE FOR AN UPDATE TO YOUR APPLICATION:**

- Only online claims submitted through the online portal are accepted.
- No hard copies or email copies of claims, invoices and/or receipts are accepted.
- Claims submitted without a current @ryerson email (Toronto Metropolitan University) will be denied.
- Claims submitted without the proper banking information uploaded will be denied.
- Claims submitted without the proper backup for; Purchases, Conferences and Foreign Exchange (F/X) uploaded will be denied.
- We estimate all approved payments will be processed by electronic funds transfer (EFT) within 8 weeks.

## **For questions, please contact the Unit 3 VP (Chief Steward)**

- [unit3vp@cupe3904.ca](mailto:unit3vp@cupe3904.ca)

[www.cupe3904.ca](http://www.cupe3904.ca)



## **Eligible Expenses:**

- A.** Membership fees in learned societies and professional organizations.
- B.** Registration fees for conferences, seminars, workshops, meetings of learned societies or other professional organizations (**DOES NOT**) cover Continuing Education at Toronto Metropolitan University (TMU) or other Institutions.
- C.** Travel expenses & accommodations related to conferences, seminars, workshops, meetings of learned societies or other professional organizations not covered by or in excess of monies available from other funds for similar purposes (e.g., MTU Graduate Travel Fund or Student Union Graduate Fund).
- D.** Books and subscriptions to scholarly journals for professional development.
- E.** Thesis binding and supplies.
- F.** Expenses directly associated with your professional program; Computer software used in the classroom, classroom supplies (calculators, pencils, pens, markers, highlights, paper, toner, PPE etc.).
- G.** Maternity-related costs and or costs from registered child-care providers.
- H.** Costs associated with economic hardship due to emergency, approved by CUPE 3904.
- I.** Office expenses that aid to create ergonomic enhancements for the purpose of online teaching and/or marking (including office chairs, desks and computer stands).
- J.** Electronic devices and/or accessories that aid in the delivery of online teaching and/or marking (including computer hardware, monitors, docking stations and earbuds/headsets).

## **Non-Eligible Expenses:**

- A.** Costs relating to medical and dental expenses must be claimed through the Health Benefit Fund.
- B.** Tuition, annual subscriptions (example Grammarly, Data Camp etc.), cell phones, parking, metro pass / presto card, passports, visa applications, living expenses (rent, utilities, groceries etc.), personal items (winter jackets, backpacks, bags, purses etc.), or the expenses for your dependents and/or relatives.

**For questions, please contact the Unit 3 VP (Chief Steward)**

• [unit3vp@cupe3904.ca](mailto:unit3vp@cupe3904.ca)

[www.cupe3904.ca](http://www.cupe3904.ca)