

## UNIT 3 GENERAL ASSISTANCE FUND CLAIM FORM

**Winter 2020 - Maximum of \$150 per calendar year!**

SURNAME (Last Name): \_\_\_\_\_

FIRST NAME: \_\_\_\_\_

HOME MAILING \_\_\_\_\_  
Unit No. - Street No. & Street Name

ADDRESS: \_\_\_\_\_  
City, Province & Postal Code

RYERSON EMAIL: \_\_\_\_\_

GA's      TA's      DEPARTMENT: \_\_\_\_\_

WINTER 2020      TELEPHONE: \_\_\_\_\_

EMPLOYEE I.D #: \_\_\_\_\_ (on your paystub)

- 1) Complete all areas: Incomplete forms will NOT be processed.**
- 2) Proof of payment: Attach original invoices & original receipts (keep copies for your own records).**

Official receipts / invoices must clearly state; company name, address, phone number, business number, dated purchased, item(s) purchased, description of the item(s), total amount paid and payment method.

**We do not accept receipts / invoices from non-registered companies or handwritten receipts / invoices.**

\* Books - attach the final details indicating the shipment date and payment information.

- 3) Conferences, seminars, workshops and meetings:**  
Attach proof of registration AND details (description & an agenda printed from the website).

- 4) Claims for Winter 2020 must be received: February 01 to April 30, 2020!**

### COMPANY NAME & DESCRIPTION AMOUNT

	Attach original invoices & original receipts (photocopies are NOT acceptable)	Canadian \$
1)		
2)		
3)		
4)		
5)		
6)		
<b>X X X Invoices &amp; Receipts must be numbered and stapled in order to the claim form!</b>		<b>X X X X X</b>
To validate exchange rates please attach credit card or bank statements.		<b>TOTAL</b>

\_\_\_\_\_  
SIGNATURE DATE

### FOR OFFICE / ADMINISTRATION USE ONLY

<b>APPROVED BY:</b>	<b>AMOUNT:</b>		Previous Claim
	\$		
<b>DATE:</b>	<b>ACCOUNT # 2180</b>		

**Please mail or drop your completed form off to the CUPE office:**

(Claim forms sent by email will NOT be accepted)

We are located at 350 Victoria Street, POD 156B, in between the Alterna Credit Union and the Cafeteria

# UNIT 3 GENERAL ASSISTANCE FUND CLAIM FORM - WINTER 2020

## ELIGIBILITY:

- A. **CUPE 3904 Unit 3 members** (with a current contract) - **GA's or TA's**.
- B. **Limited to 1 application / claim per term to a maximum of \$150 per calendar year.**
- C. **Funds are limited** (based on the Collective Agreement) **and paid on a first come first serve basis.**
- D. Receipts must be dated in the same year as the claim **i.e. no receipts from prior year(s).**

**Expenses related to conferences, seminars, workshops and meetings**

**must be submitted after the event has occurred.**

- E. **Claims must be submitted prior to the end of the following contract period.**

**\*\* Claims for Winter 2020 must be submitted: Feb. 01 to Apr. 30, 2020 (receipts must be dated in 2020) \*\***

## 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 Ryerson 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 Ryerson Graduate Travel Fund or RSU Graduate Travel Grant);
- 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 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.

## NON ELIGIBLE EXPENSES:

- A. Costs of medical and dental expenses (maximum of \$350) must be claimed through Prosure Group Administrators and mailed directly to Prosure.
- B. Computers, laptops, tablets, tuition fees, parking, metro pass / presto card, passports, visa applications, living expenses (rent, utilities, groceries ...), personal items (winter jackets, backpacks, bags, purses ...), or the expenses for your dependents and/or relatives.

**DUE TO THE HIGH VOLUME OF CLAIMS WE ASK THAT MEMBERS**

**DO NOT CONTACT THE CUPE OFFICE FOR AN UPDATE TO YOUR APPLICATION:**

- Incomplete forms and claims submitted on older versions of the claim form will NOT be processed (please visit the website to download the claim form prior to submitting each claim);
- Claims will be processed once per month from September to December & March to June;
- Claims submitted December 01 to February 28 will be processed the end of March;
- Claims submitted June 01 to August 31 will be processed the end of September;
- **Processing time is 6 to 12 weeks; all cheques will be mailed to members.**