

An illustration of a person with dark hair in a bun, wearing a white long-sleeved shirt and dark pants, standing on the right side of a large, flowing teal banner. The banner is held up and features the text 'local Leaders' conference' in white, with 'local' in a smaller font, 'Leaders' in a large, bold, cursive font, and 'conference' in a smaller, lowercase font. The background is a solid teal color.

*local*  
**Leaders'**  
*conference*

June 9–12, 2019 · Gatineau, Quebec



Union of Canadian  
Transportation Employees

# You're our heroes!

As a union, our work is made possible thanks to the passion, dedication and diligence of our local leaders. More often than not, when members experience a problem in the workplace, they turn to their local union. That's why we are committed to empowering our local leaders with the tools and knowledge they need to better serve members.

Our local leaders' conference is the place to broaden your knowledge and sharpen your skills in a setting that connects UCTE leaders from coast to coast.

We hope to see you there!

# Up, up and away!

First things first, mark your calendar. Here are the conference details:

**June 9–12, 2019**  
**Hilton Lac Leamy**  
**3 Boulevard du Casino**  
**Gatineau, Quebec**

Please note, there will be a reception held on the evening of June 10.

# Stay in touch

UCTE is beefing up its social media presence so we can bring you up-to-the-minute news about your union and the issues that affect you and your workplace.

Don't miss a beat! Like us on Facebook and follow us on Twitter.

 **ucteucetpsac**

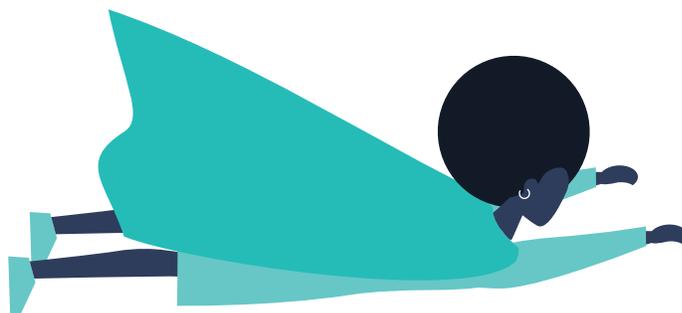
 **ucte\_ucet**

# Easy as 1, 2, 3!

You can register for the conference in three easy steps. **To save your spot, please complete the following tasks by May 1, 2019.**

- Complete our online registration form at: <http://bit.ly/uctellc>. You can also find the registration form on our website at: [www.ucte.com](http://www.ucte.com).
- File an unpaid leave request form with your employer, if applicable. You must ensure that your employer has approved your leave before making your travel arrangements.
- Make your travel arrangements with our friends at Carlson Wagonlit Travel. You can reach them at 1-866-267-5625; when you do, please identify yourself as a UCTE conference delegate. Before making your travel arrangements, please read the travel section of this document carefully.





## Your trip

Whether you're getting to the conference by plane, train, car or bat mobile, you should read the following instructions carefully before making your travel arrangements.

## Travel dates

To make sure you don't miss a minute, you should plan to arrive in the afternoon or evening of June 9. Your departure, on June 12, can be scheduled any time after 2 p.m. that day.



— **Sunday, June 9 (p.m.)**



— **Wed., June 12 (after 2 p.m.)**

## Train & plane

If you're hopping on a train or hopping on a plane, you'll need to contact Carlson Wagonlit Travel to make your travel arrangements. When speaking with your travel agent, be sure to inform them of any special needs you may have (accessibility needs, dietary restrictions, etc.). As a reminder, the name on your ticket must match the name on your government-issued ID.

Your ticket will be issued once your booking is approved by the UCTE office.

Your travel to-and-from the airport or train station will be paid by UCTE. Please retain your taxi or bus shuttle receipts for reimbursement.

Carlson Wagonlit Travel has been instructed to book the most economical tickets. Delegates who choose to travel at a more expensive rate will be responsible for the additional charges. Likewise, delegates who change or cancel their travel arrangements will be responsible for the charges incurred, unless this is a result of an emergency or unusual circumstance beyond the delegate's control.

**Remember: you must register and book your travel by May 1, 2019**

## Personal vehicle

If you live within 200 km of the conference venue, you are expected to drive. UCTE will reimburse you in accordance with our current mileage rates.

Delegates who live more than 200 km away and choose to drive cannot claim mileage charges in excess of what UCTE would have spent to get them to the conference using the most economical airfare. Likewise, UCTE will not reimburse additional loss of salary incurred by a delegate who required more time to drive than would have been necessary had they chosen to fly.

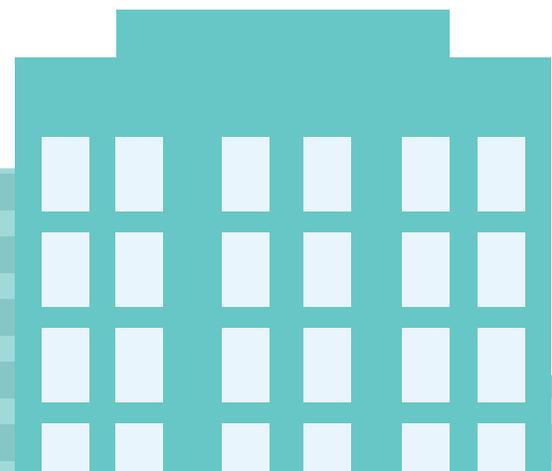
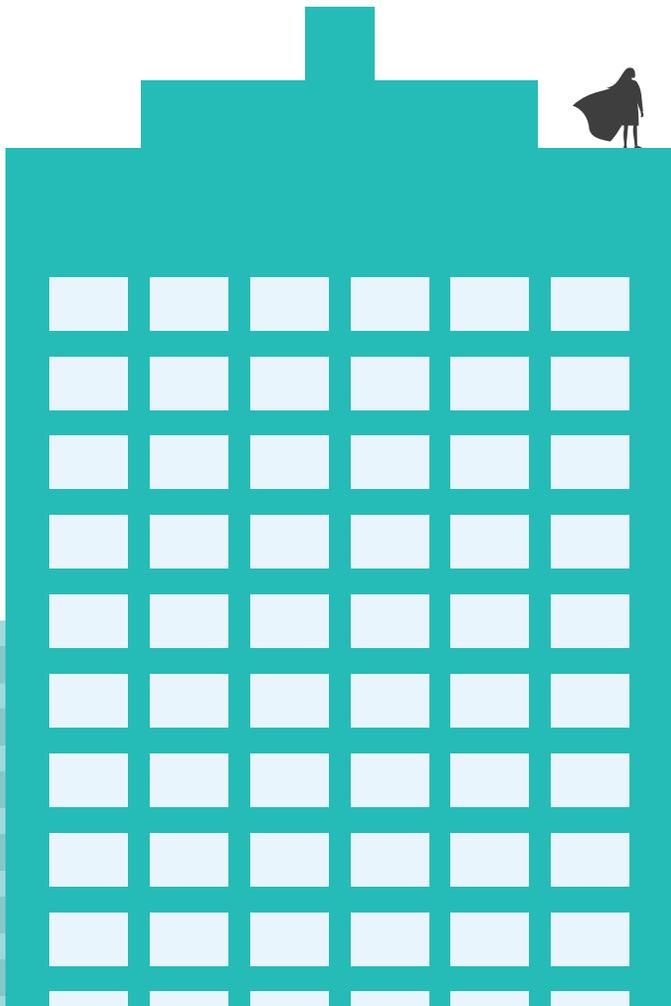
## Hotel room

Good news: UCTE staff will take care of booking your hotel room for you. When you register online, you will be asked about your room preference and any accessibility needs. For these reasons, we kindly ask you not contact the hotel directly.

During check-in, hotel staff will ask you for a credit card or make a deposit to cover potential incidental expenses. If this presents a particular challenge for you, please contact Lira Buschman at: 613-238-4003 or at buschml@psac-afpc.com. UCTE will cover your hotel room and parking charges; all other incidental charges are the delegate's responsibility.

Delegates who choose to extend their stay must pay the hotel directly upon their departure. This will not be billed to UCTE. Additionally, UCTE will only cover accommodation for Wednesday night in the rare cases where a delegate cannot return home that night because there are no flights available. UCTE will not pay for any delegate who has requested to extend their stay for personal reasons. Hilton Lac Leamy has provided us with a room rate of \$195/night plus applicable taxes;

Please note that this is a 100% non-smoking hotel: if any delegate smokes in the hotel, they will be fined a \$250/night cleaning fee.



# Reimbursements

Delegates will receive an advance equivalent to roughly 60% of their per diem when they register on-site. Your reimbursement will be given to you once we have received and processed your expense claim form.

## Loss of salary

Delegates' loss of salary is calculated based on their hourly or daily rate of pay. Shift workers must provide their shift schedule. Delegates will receive an honorarium of \$100 for attending the conference on their day of rest.

## Per diem

Depending on your arrival and departure time, delegates are entitled to the applicable meal allowance or per diem.

# Travel rates

UCTE will calculate your per diem and mileage allowance based on the following travel rates (effective April 1, 2019)

## Meal allowance

Breakfast	20.50
Lunch	20.10
Dinner	50.65
Incidentals	27.30
<b>Per diem rate</b>	<b>119.00</b>

## Mileage rates (rate/km)

NL	0.560	MB	0.500
NS	0.510	SK	0.495
NB	0.515	AB	0.475
PEI	0.505	BC	0.530
QC	0.525	NU	0.615
ON	0.550	NT	0.630
		YT	0.615



# Observers

Locals have the option of sending observers to the conference. That said, all costs associated with sending an observer to the conference are the responsibility of the Local or the observer. This includes travel costs, hotel accommodation, per diem, loss of salary and all other related expenses.

If observers wish to take advantage of the preferred room rate offered to us by Hilton Lac Lemay (\$195/night, plus applicable taxes), they can contact Lira Buschman at: 613-238-4003 or at [buschml@psac-afpc.com](mailto:buschml@psac-afpc.com).

Observers can also book their travel through Carlson Wagonlit Travel. Since UCTE is not responsible for observers' travel costs, however, observers must provide payment instructions at the time of booking.

# Accessibility

Both the hotel and conference area are wheelchair accessible. When registering online, members will be prompted to tell us about any special needs that they may have (accommodation needs, allergies, dietary restrictions, etc.).

Arrangements have been made to provide simultaneous translation in English and French during the event. Sign language interpretation and alternate formats will be provided based on needs identified in the special needs section of our online registration form.





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