Attendance and Reimbursement Policy for Informational Meetings

- The International Union, UAW invites the following: Presidents, Vice Presidents, Financial Secretaries Treasurers, Recording Secretaries, Committee Chairpersons, Unit Chairpersons, Shop Committees, all District Committee Members and all Internationally Appointed Local Representatives including the Health Care Initiative Representatives. <u>This does not include</u> <u>alternates</u>. Only the above named will be paid for by the International Union, UAW.
- 2. Actual straight time lost time is not to exceed eight (8) hours in any one day, no overtime. The Local Union will be reimbursed for the employer portion of FICA/Medicare taxes on lost time wages. This amount is calculated as total gross wages x 7.65%.
- 3. Air travel at the lowest available airfare, or mileage at a rate of \$0.655 per mile within a radius of 300 miles for the actual driver only (carpooling is encouraged).
- 4. Actual hotel expense for one (1) or two (2) nights, depending on the meeting each delegate is invited to attend.
- 5. Actual ground transportation expense from the airport (shuttle, taxi, or ride share (Uber or Lyft with 20% max tip).
- 6. Actual parking at airport.
- 7. Delegates traveling over 100 miles each way will be entitled to an out-of town allowance of fifty-five dollars (\$55) with a hotel bill, plus twenty-five dollars (\$25) on the return day.
- 8. Delegates traveling outside a radius of 100 miles from their local union, who do not stay overnight will receive twenty-five dollars (\$25) expense allowance for the day.
- 9. In all cases, the rules in paying International Representatives will be the criteria.
- 10. The Statement of Expenses form must be submitted to your Regional Director for approval.

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STATEMENT OF EXPENSES

Phone No.:_____

1 acal	Union:
LULAI	

Region:_____

STRIKE ASSISTANCE DEPARTMENT

Financial Secretary: Mailing Address:

Name	LU Position	Gross Lost Time	FICA/Medicare Taxes (Gross Wages x 7.65%)	Hotel	Per Diem	Air Fare	Mileage (\$ 59/ні) (\$0.655/ml)	Taxi, Limo, Parking	Other	Total
									л.	
2 										
	TOTAL									

Legible copies of the lost time voucher and receipts for each individual must accompany this form.

Reviewed and Authorized by:

Regional Director:

Date: _____

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