

## UC-AFT REIMBURSEMENT REQUEST

Expenses submitted more than 60 days following the function will be reimbursed only after approval of the Executive Council. **Please attach receipts (with notation of expense) or substantiating documents for all expenses claimed, including hotel receipts even if paid for by union credit card.**

NAME: \_\_\_\_\_ LOCAL \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Street or P.O. Box

City

Zip Code

**PURPOSE OF EXPENDITURE:**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Executive Board Meeting | <input type="checkbox"/> UC-AFT Council Meeting | <input type="checkbox"/> CFT Meeting |
| <input type="checkbox"/> UC Coalition Meeting    | <input type="checkbox"/> Bargaining Session     | <input type="checkbox"/> Lobbying    |
| <input type="checkbox"/> Other: _____            |   |                                      |

Date: \_\_\_\_\_ Place: \_\_\_\_\_

<b>Travel</b>	Airfare* _____ \$ _____	
	Mileage* _____ @ \$.535/mile _____	
	Parking _____	
	Taxi/BART _____	
	Other travel (explain) _____	
	<b>Total Travel</b>	<b>\$ _____</b>

<b>Meeting Expenses</b> (Food & Lodging)	Hotel _____ \$ _____	
	Meals _____	
	<b>Total Meeting Expenses</b>	<b>\$ _____</b>

<b>Miscellaneous</b>	Phone _____ \$ _____	
	Office Supplies _____	
	Postage _____	
	Photocopying _____	
	Internet Access _____	
	Other (explain) _____	
	<b>Total Miscellaneous Expenses</b>	<b>\$ _____</b>

**TOTAL EXPENSES CLAIMED** **\$ \_\_\_\_\_**

\* Where airfare is available, mileage is to be no more than airfare.

OR return via postal mail to: UC-AFT, 11728 Wilshire Blvd #B1007, Los Angeles CA 90025

## UC-AFT Guidelines for Reimbursing Travel Expense Claims

If you have any questions about expenditures you may incur in the course of your work for UC-AFT, check with Executive Director (310-330-6906) or Secretary-Treasurer Miki Goral (310-825-5096).

All expenses require receipts for reimbursement. Cash register receipts should be annotated with enough identifying information to match with the expense listed on the claim form, including the date if it is illegible on the original.

### Travel:

- ◇ UC-AFT reimburses for mileage at the standard IRS rate to and from airport and/or meeting. Where airfare is available that would result in a lower cost, reimbursement is up to the amount of that airfare.
- ◇ Use the least expensive travel to your meeting: the airport closest to your destination; airport shuttles or shared taxis; gets advance approval for car rental; avoid using valet parking.
- ◇ UC-AFT does not reimburse for parking violations or traffic tickets.

### Lodging:

- ◇ Cost of double occupancy room allowed. Those wishing a single room must pay the difference.
- ◇ UC-AFT does not reimburse for newspapers, video rentals, pay-for-view movies, laundry or dry-cleaning in hotel rooms.

### Meals:

- ◇ Breakfast counts as a travel expense if travel begins before 6am and/or ends after 10am
- ◇ Lunch counts as a travel expense if travel begins before 11am and/or ends after 2pm
- ◇ Dinner counts as a travel expense if travel begins before 5pm and/or ends after 7pm
- ◇ UC-AFT does not reimburse for alcoholic beverages (cocktails, wine, beer).

## DEADLINE FOR FILING CLAIMS

All claims must be filed within 30 days of the end of the month in which they are incurred. Claims filed more than 30 days after the end of the month in which they are incurred shall require approval at the next scheduled Executive Board meeting.