

# Expense Policies

Reimbursement forms must be submitted no more than 60 days after expense. Lost wages must be submitted timely. Expenses cannot be reimbursed in advance. All expenses must have prior written approval from the president to be eligible for reimbursement. (E-mail [info@local39000.org](mailto:info@local39000.org))

Every expense must be listed separately, and receipts must be attached. If no receipt is attached the expense will not be paid. All Forms must have a hand-written signature and the date.

Write in your name, address and phone number. Write in what Unit / Committee you are a member of. Write in your Email address. Each expense is to be on a separate line, if you need more than one form please add a page.

List a "reason for expense," such as - Contract Negotiations (Bargaining - Organizing / Mobilizing - Meeting: Membership, EC, RA - Grievance / Arbitration - Training - Office Supplies - Office Equipment - Postage - Convention: District, Annual, (Be aware that this list is only intended to be an example of purposes. If your purpose is not listed, please be specific on the purpose of the expense.) If your expense may be underwritten by a special project fund such as a SIF, please include the name.

## Travel

All airfare, car rental and lodging must be approved by the president prior to purchase. Local will cover flight cost and checked luggage the cost of the flight and checked luggage, if necessary, but

will NOT

cover costs for upgrades.

- The Local will reimburse at the IRS rate any approved travel in a personal vehicle for Local business. - Please indicate a starting and ending address or include a map showing mileage.

## Parking, Tolls, Public Transportation

Remember, receipts are always required for every expense.

If receipts are not available, please create a receipt (including date, to/from, and reason for expense), sign and attach.

## Lost Wages

- Members will be compensated for any actual lost pay at their regular rates while conducting Local business. - Members must obtain prior approval from the president before taking such leave.

- The form must be completed in full including the purpose of the leave, hours lost and rate of pay.

- Forms must be submitted no more than 60 days after time missed and wages are lost.

## Meals

List Local business purpose of any meal and if paying for others, please list their names on back of the detailed receipt (showing what was purchased). Alcohol is NOT reimbursed at any time.

Reimbursement will be made for the actual cost of meals, including reasonable gratuities when:

- An employee is away from home or office (travel over 300 miles) or overnight on business.
- The meal is directly related to business. For example, if the employee is actively engaged in meeting, negotiation, discussion or other bona fide business activity, other than the meal itself, the expense may be reimbursed.

Please note: Employees should not generally take each other to lunch/dinner without prior authorization.

- When faced with project/ duty time constraints, management level personnel may claim reimbursement for business meals with Local 39000 employees to facilitate the conduct of business. This is to be strictly interpreted and no reimbursement will be allowed for reciprocal meals not meeting this description.
- Alcohol is not a reimbursable expense under any circumstances.
- Submitted receipts must be itemized and include names of persons at the meeting.

### Approval and Responsibilities

It is the responsibility of each employee to understand and comply with the business expense policy prior to submitting expenses for payment. Any questions should be directed to the president. Please ask before incurring any questionable expense.

Periodic audits will be conducted on expense reports for compliance with the policy. By signing an expense report form you are representing to Local 39000 that the expenditures incurred are in accordance with this policy. Non-compliance with the policy is ground for discipline up to and including termination.

If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

You must sign and date each submission. Forms can be e-mailed to [info@local39000.org](mailto:info@local39000.org) or mailed or hand-delivered to CFI Local 39000, 555 East Ocean Blvd Suite 460 Long Beach, CA 90802.