

## INSTRUCTIONS

- Meal Allowances.** Reimbursement for meals shall be for actual expenses up to a maximum of \$7.88 for breakfast, \$7.88 for lunch, and \$15.75 for dinner, plus a 20% tip. Receipts must be submitted for substantiation before reimbursement is made. Meal expenses may be carried from one (1) consecutive day to the next if all the expense vouchers are from the same account (e.g., cannot mix General Fund or Local accounts). Meal reimbursement for out-of-state meetings may be made at higher rates if circumstances have required higher expenses, however, will be limited to two (2) times the amount for in-state travel.
- Lodging.** All lodging arrangements will be made through SEIU Local 503, OPEU Headquarters except for special conditions approved in advance by the Union Secretary-Treasurer or his/her designee. The Union allows one-half (1/2) the double room rate for each individual who is authorized for lodging and occupies a room. However, a member may request a single room if either the member pays at checkout time the difference between one-half (1/2) the double room rate and the single room rate, or if a local has given prior approval to the member that the local will pay the difference upon being billed by the member or SEIU Local 503, OPEU Headquarters. Members traveling with family/partner will be responsible for the difference in cost between the single room rate and a family accommodation rate. Persons who do not request special considerations, yet end up in single accommodations because there was no other person to share a room, shall not be charged for the extra cost. Headquarters will annually compile a list of preferred hotels and motels which all members are requested to use when staying in an area with a preferred provider unless prior approval is received from a Statewide Officer.
- Mileage Allowances.** Reimbursement for travel expense shall be 6¢ below the IRS federal rate per mile and that SEIU Local 503, OPEU reimbursement rates for rideshare/carpool be raised to 6¢ above the single rider rate per mile and raised/lowered automatically to maintain the 6¢ difference per mile any time single rider rates are changed, and further this rideshare/carpool increased rate is not to be used to lower the single rider/driver rate or the cause of such a change based on the actual and reported mileage driven.  
**Ride Sharing.** Ride sharing is strongly encouraged whenever possible for all Union officials and members while on Union business. Names of members traveling with driver are to be listed.
- Miscellaneous.** Includes alternate modes of travel, telephone calls, postage and other Union business incidentals. Receipts are required. Alcoholic beverages are not reimbursable.  
All non-private travel arrangements will be made through Headquarters. Alternate modes of travel will be considered for cost effectiveness. The over-riding consideration is total cost to the Union. Special conditions will be approved in advance by the Union Secretary-Treasurer, his/her designee, or Local Leader as appropriate.
- Expense Review.** Approving authorities should review expense claim forms of members prior to submission. Expense vouchers are identified by date, union activity, and are signed by the designated authorized signer(s) before they can be processed for payment. If not properly executed, they will be returned to the person completing the expense claim forms at any level in the Union (Headquarters or Local).

### General Information:

- Local: As authorized by the Local (2 signatures required)  
Headquarters: Board of Directors, Assistant Directors while on Union business, members of standing and special committees, and other members authorized by the Board to represent the Union.  
Locals are encouraged to pay for expenses of their members to attend Board of Directors' meetings.

**Special Conditions.** The dinner meal and lodging will be allowed the night before a meeting only if auto travel to the meeting exceeds seventy-five (75) miles one way and it is not possible to arrive on time at the start of the meeting by departing from home by 7 a.m.. Lunch will be allowed the day of an evening meeting, providing that arriving timely for the evening meeting necessitates leaving prior to the normal lunch hour of 12 noon.

Lodging will be allowed the night after a meeting only if travel time after adjournment of the meeting would make arrival at home after 9 p.m. including one (1) hour for dinner en route. Dinner will be allowed the night after a meeting if travel is necessary after the normal dinner hour of 6 p.m.

Breakfast will be allowed after an overnight stay away from home, or prior to a morning meeting necessitating travel before 6 a.m. in order to arrive timely. Lunch will be allowed on the day of return home if arrival time exclusive of eating would be after 1 p.m. and that departure is no later than 8 a.m.

Additional exceptions may be made for such unusual circumstances as illness or adverse weather conditions. The night before a Board of Directors' meeting, the Board and Assistant Directors living outside twenty-five (25) miles of the Board meeting site will be excluded from these rules as a special condition.