

## INSTRUCTIONS

- Meal Allowances.** Reimbursement for meals shall be for actual expenses up to a maximum of the U.S. General Services Administration (GSA) Standard Rate as outlined in the GSA's Meals & Incidentals (M&IE) Breakdown for state in which the meal (breakfast, lunch, or dinner) was purchased. For overnight travel, daily incidental expenses shall be reimbursed for actual expenses up to a maximum of the Standard Incidentals rate outlined in the GSA's M&IE Breakdown for the state in which the overnight travel occurred. 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). No reimbursement for meals will be granted for those meals that are provided by the function unless there is a dietary reason that cannot be accommodated.
- 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 their 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 rideshare/carpool rate is the IRS federal rate per mile. The name of the member must be included on the form to qualify for the carpool rate. Reimbursement for single rider rate shall be 6¢ below the IRS federal rate. The rates will be raised/lowered automatically as the IRS federal rate changes.  
**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, their 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.

Sub-Locals can approve room share exemptions for groups of their members while on union business. Ex. Stewards, Bargaining Delegates, GC Delegates. Sub-Locals making this approval will be charged the balance of the room charge. If GC Delegates are approved by the sub-local for single rooms, then 503 will cover the ½ of the room and the sub-local will be charged the other ½ of the room charge.