

WASHINGTON FEDERATION OF STATE EMPLOYEES/AFSCME COUNCIL 28 -EXPENSE POLICIES – LOCAL 1671 INTERPRETERS UNITED

The Executive Board of Interpreters United Local 1671 has determined that it is necessary for its financial stability to implement the below referenced policies.

Policy #5 – Lost Checks

When a member reports to the Treasurer not having received a check delivered by mail, the following fees will be deducted from the payment: \$11.00 for checks of \$49.99 or less AND \$29.00 or \$46.00 (depending on the bank) for checks of \$50.00 or more. *[Adopted by Local 1671 by the Executive Board on Feb. 16, 2016.]*

Policy #1 – Reimbursement for Travel Expenses to Attend Quarterly Statewide Local 1671 Meetings

This policy will apply to members attending the quarterly statewide general membership local meetings.

1. Hotel/Motel Stay for Members

1.A Pre-approval. All overnight hotel/motel stays shall be limited to the night *preceding* the statewide meeting and must be *approved in advance* by the President.

To qualify for approval, the union meeting must be *more than 150 miles one way* from the member's residence and shall be limited to a *maximum of \$100.00.*

1.B Occupancy. Default hotel room occupancy is set to *double occupancy* (two members at least). Local 1671 can only reimburse for union members' expenses.

1.C Procedure. Send your request *TEN (10)* calendar days in advance to Local1671President@gmail.com confirming in writing your commitment to volunteer at the statewide meeting and workshop by reporting directly to Events Coordinator, Secretary and/or Council Representative.

1.D Confirmation. President will reply via email, carbon copying (cc) Treasurer and Events Coordinator. Volunteering details are included.

1.E Submission. In order to receive reimbursement, member must attach the President's confirmation email and the hotel's receipt to the Member Expense Form.

2. Mileage Reimbursements

2.A. Documentation. To request for mileage reimbursement, members must complete a Member Expense Form *on the day of the quarterly statewide meeting.*

2.B. Reimbursement. Mileage reimbursed at the IRS standard business rate. Mileage reimbursement will be prioritized as followings:

*100% reimbursement if you bring three or more members.

* 75% reimbursement if you bring two members.

*50% reimbursement if you bring one other member.

* 25% reimbursement if you are driving alone.

NOTE: The following are excluded from the carpooling reimbursement requirements: Events coordinator, secretary and tech support

2.C Cut off. When requests for mileage reimbursement exceed \$1000.⁰⁰, the Treasurer shall inform local members in writing that their request may be delayed.

3. Tolls & Ferry. Attach original receipts to the Member Expense Form.

4. Rental Cars. Where there is a clear necessity, car rental can be requested for a minimum of *five (5) union members.* There will be no reimbursement for mileage. Car rental expenses must be pre-approved. Send your request *TEN (10) calendar days in advance* of the next Executive Board Meeting by sending an email to Local1671@gmail.com. To receive reimbursement, attach confirmation email, rental receipt and gasoline receipt to the Member Expense Form.

5. Exceptions. Any exception to this policy must be pre-approved by the executive board more than 48 hours before the meeting takes place. *First adopted at the Local 1671 Executive Board Meeting of January 5, 2012. Amended on January 19, 2014; April 22, 2014; June 20, 2016; and September 13, 2016]*

Policy #3 -Reimbursement For Travel Expenses On Union Business

When Local 1671 executive board officers, committee chairs, and/or any other members must travel for matters pertaining to Local 1671 business:

1. Documentation. To request mileage reimbursement, members must fully complete a Member Expense Reimbursement Form. Members should submit the voucher to the treasurer within thirty (30) days of the event.

2. Mileage. Locations exceeding 50 miles one-way from the member's residence shall be paid at the IRS mileage rate for business expenses.

3. Tolls, Ferry, Parking, Airport Shuttle. Original receipts must be attached to the Member Expense Form.

4. Rental Cars. Car rental expenses must be pre-approved. *Send your request TEN (10) calendar days in advance of the next Executive Board Meeting by sending an email to Local1671@gmail.com.* Expenses will be reimbursed up to a maximum of \$50/day plus gasoline. Rental and gasoline receipts must be attached to the Member Expense Form. There will be no reimbursement for mileage.

5. Public Ground Transportation. The cost of public transportation as an alternative to car travel will be reimbursed where necessary.

6. Meals. When traveling more than 50 miles from home or required to stay overnight, meals will be reimbursed up to \$30 per day.

7. Lodging. All overnight hotel/motel stays shall be limited to the night(s) immediately before and/or after the day of the event. To be eligible for reimbursement, the union business must take place more than *150 miles one way* from the member's residence and *shall be limited to a maximum of \$100.00.*

8. Exceptions. Any exceptions must be pre-approved by the executive board more than 48 hours before the union business takes place. *[First adopted at the Local 1671 Executive Board Meeting of January 5, 2012. Amended on January 19, 2014, April 22, 2014, June 20, 2016, September 13, 2016, and December 7, 2016.]*

**WASHINGTON FEDERATION OF STATE EMPLOYEES/AFSCME COUNCIL 28
MEMBER EXPENSE REIMBURSEMENT FORM – FOR LOCAL 1671 ONLY**

Name: _____ Mailing Address: _____ City, State: _____ Zip*: _____ + _____ Phone: _____ Traveling from: _____ Zip: _____ Traveling to: _____ Zip: _____ Carpooling: (full names) _____	Month/Year: _____ Name of the Event: _____
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***Please give specific information for all charges. Where applicable, include names of persons involved.
Attach all original receipts. At statewide meetings, must sign attendance sheet to receive your reimbursement***

Date of Expense	Description for Each Expense: mileage, lodging, meals, event refreshments, office supplies, office services, etc.	Vendor Name (e.g. Red Lion, Denny's, etc.) or Number of Miles Round trip	Amount To Be Reimbursed	For Officer Use Paid With Check Number
TOTAL REIMBURSEMENT REQUESTED:				

Mileage \$0.54 as of Jan. 2016

*Complete Zip codes found at www.usps.com under "look up a zip code"

I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me.

Signature of Person Requesting Reimbursement

Date

_____ _____ _____ Signatures of Local 1671 Officers' Approval	_____ _____ _____ Dates
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*For **statewide meetings**, the original (not faxed) form and receipts must be received by Local 1671 Treasurer on the day of the travel/event.

For **union business, the original (not faxed) form and receipts must be received by Local 1671 Treasurer within 30 days of the travel/event.

Mail to: OLGA INES CEPEDA; 1693 BRITTELBUSH LN. RICHLAND WA 99352-8805