



## HOW TO CLAIM EXPENSE REIMBURSEMENT

- (1) Complete the Local 1021 MEMBER EXPENSE REIMBURSEMENT REQUEST form—PRINT all information (we must be able to read your form to honor your claim).
- (2) Indicate the reason you are requesting reimbursement (i.e., mileage, parking, etc.) and the amount of the expense. You must submit original, dated receipts (not credit card receipts) for parking, bridge tolls, meals, etc. in order to be reimbursed.
- (3) **BE SURE TO COMPLETE ALL INFORMATION AND SIGN THE REQUEST FORM**—whoever authorized the reimbursement or the treasurer must also sign the form.
- (4) The completed form and receipts should be submitted to: SEIU Local 1021, 447 29<sup>th</sup> Street, Oakland, CA 94609

The following are examples of expenses that may be authorized for reimbursement:

**MILEAGE/TRAVEL REIMBURSEMENT:** Members who have been authorized—in advance—by the president, director, industry chair, or committee chair shall be reimbursed mileage when they are doing union business, e.g., bargaining, representation, approved events. Mileage will be reimbursed at the prevailing IRS business mileage rate. Members will be reimbursed for all miles driven over 25 round-trip miles. To be reimbursed, members must submit documentation of attendance at the event, meeting, etc. (e.g., an agenda or program) and Map Quest or other driving directions that indicate the departure address, destination address, and the number of miles driven.

**PARKING:** Members who have been authorized—in advance—by the president, director, industry chair, or committee chair shall be reimbursed parking for attending specified events, meetings, etc. To be reimbursed, members must submit documentation of attendance at the event, meeting, etc. (e.g., an agenda or program) and a receipt for the cost of parking. The local will reimburse at the economy parking rate of the facility used (airport, hotel, public parking, etc.).

**MEALS/MEETING FOOD:** If authorized to purchase a meal or food for a meeting, members are required to attach the receipt(s) and a list of all members and titles for whom a meal or food was purchased.

**RECEIPTS AND DOCUMENTATION:** In order for an individual to be reimbursed by the local, the following documentation and receipts must be submitted.

- Documentation must be submitted on the local's official reimbursement form with all receipts and other necessary documentation attached.
- Original receipts, not copies or credit card receipts, are required for reimbursement. Copies of cancelled checks are not considered receipts. A bill, in itself, is not a receipt. Bills must be stamped "paid" by the vendor.
- Adequate documentation must include: date the expense was incurred, the nature of the expense (e.g., parking), a sufficiently detailed description of the purpose of the expense (e.g., travel to a meeting, food for a local event), location the expense was incurred (e.g., name and location of the restaurant, union office, hotel, etc.), the name and title of every person on whose behalf an expense was incurred (e.g., everyone whose meal/food was paid for);

The president, treasurer, industry chair, committee chair, or director shall carefully review documentation for accuracy before approving reimbursement.

Reimbursement requests and supporting documentation must be submitted within six (6) months of the expense being incurred. Reimbursement requests submitted with proper documentation and authorization will be processed within two (2) weeks of receipt by the finance department.