



SEIU Local 517M

Expense Reimbursement Policy



This expense policy is to set a standardized policy within the Union and to comply with IRS and LM2 audit requirements. This policy will be used by SEIU Local 517M officers, members, staff, and organizers who are requesting reimbursement for expenses incurred on behalf of SEIU Local 517M, while doing *approved activities and/or business of the Union*.

Reimbursement may be requested for: mileage, airfare, public transportation, taxi, lodging, meals, and parking. Pre-approval for office supplies, phone expenses, and lost wages (for those not covered by contract) is required.

For meetings and activities where lodging and meals are not provided, you must be in travel status to qualify for meal reimbursement. To qualify for lodging reimbursement you must be more than 75 miles from your home, or attending a meeting that is two (2) or more consecutive days. When meal reimbursement is requested for an organizing activity, you must be in work status for a minimum of six (6) hours. Meal reimbursement amounts are equal to those of the State of Michigan's travel per-diem rates, which can be found on the Local's website at: www.seiu517m.org.

Expense Reimbursement:

- Anyone requesting reimbursement for expenses must complete a *Travel & Expense Reimbursement Form* (available on the Local's website).
- Travel & Expense Reimbursement Forms must have dates of activity/travel, the purpose/detail/type of function or meeting; and to and from locations listed for each line item;
- Detailed receipts must be attached, credit card total summaries will **not** be accepted. All receipts must include your name, and names of anyone else with whom you are paying for their expenditure, date, time and the purpose. (This information can be written on the back of receipts if necessary.)
- We do not reimburse for alcohol.
- Reimbursement Forms must be signed by the member requesting reimbursement and approved by the Coordinator, union officer or authorized staff.
- Mileage will only be reimbursed for pre-authorized Union related activity; Coordinators shall be responsible for certifying that the requested mileage reimbursement from their respective membership was for pre-authorized union activity;
- Any expense reimbursement request that is lacking information or is incorrect (except for mathematical errors) will be returned to the Coordinator, to contact the member and request additional information or a correction;
- Mileage will be reimbursed from your work location or residence to the location of union business, whichever is less;
- Mileage will not be reimbursed for personal mileage, meal-time mileage, or mileage not directly related to union activity;
- Mileage will not be reimbursed for picking up grievance slips or COPE checks;
- Mileage will be calculated using one of the online map programs, either Yahoo, Google or Mapquest;
- Mileage is reimbursed at the current State of Michigan standard mileage reimbursement rate;
- Reimbursement requests must be turned in at least MONTHLY. Travel vouchers older than one month must be reviewed and approved by the Executive Director or their designee;
- Expense checks are usually processed on a bi-weekly schedule in accordance with State paydays, and mailed on Fridays. Any requested reimbursement received after these dates will be processed during the next cycle.

Cell Phone Reimbursements:

- Eligibility for approval of cell phone expenses and subsequent reimbursement must be done by the Executive Director or their designee.
- Reimbursement is allowed **up to** the maximum amount of \$45.00 per month based on individual cell phone plan amounts;
- Reimbursement requests for cell phones should be turned in monthly;
- Cell phone reimbursement is the responsibility of the Executive Officer or Coordinator to request, this is not an automatic monthly reimbursement on the part of the Union;
- All cell phone reimbursement requests must be made on the Expense Voucher form and list the period of coverage AND attach a copy of the cell phone bill for the time period requested;
- The cell phone bill must include the authorized person's name and the dollar amount of the monthly plan;
- Reimbursements will not be paid if the required information is not provided, and will be returned to the Coordinator for additional information, paid receipts will not be accepted in place of the cell phone bill plan amount;
- Reimbursement requests will be processed in the same manner and time frame as the mileage requests.

Adopted: 02-18-10
Revised: 11-06-13
Revised: 07-20-17

