

LODGE 1903M EXPENSE FORM

Name: _____ Date: _____

Cell Number: _____

Approved Reason: _____

Signature: _____

****PLEASE SUBMIT COPIES OF ALL RECEIPTS AND CONFERENCE AGENDA****

Expense Report

Travel Expenses, Per Diem, & Business Expenses

	MON	TUE	WED	THUR	FRI	SAT	SUN	TOTAL
Month/Day								
Lodging Amt.								(5)
City Code								
Per Diem								(6A)
Taxed - Per Diem								(6B)

Other Travel:

Conference/Covention Registration:	(A)	
Car Rental:	(B)	
Parking and/or Taxi:	(C)	
Other Travel:	(D)	(A)+(B)+(C)+(D)=(7)

Business Expenses:

Supplies:	(E)	
Phone/Postage etc. :	(F)	
Other Expenses:	(G)	(E) + (F) + (G) = (8)

OFFICE USE ONLY

See Reverse Side for Form Instructions and Lodge Travel Policy	Lodging Expense(5):
	Per Diem Expense(6A):
	Tax Per Diem (6B):
	Other Travel(7):
	Business Epenses(8):
ATTACH ALL RECEIPTS	
Less Advance Check:	

Approved By: Trustees Sign Below:	Date Signed

k	
Date:	
Check Number:	

By Signing this report I **agree** to submit to the union hall a **written report** (word document form) for the function I attended. This is a requirement per our Bylaws, Article V, Section 2, sub-section d. Also I will bring receipts for approved union business expenses such as; Event Registration, Hotel (zero Balance) , Car Rental (**Pre-Approved by the President and Treasurer** - no luxury cars or convertibles), Gas, Parking, tolls, mileage (paid in lieu of car rental, tolls, & gas), airfare (if not able to travel on pass - **purchase lowest rate available**), taxi (to and from the approved function), or supplies/postage to be used to reconcile my expense report. Expense reports are to be reconciled in a timely manner after the function is over.

Lodge 1903M Travel Policy

- 1) Lodging: It is the member's responsibility to personally make reservations, deposits (if required) and make the final payment for lodging. The local lodge will NOT make direct payments for lodging or lodging deposits.
- 2) Mileage: Mileage will be paid only for the approved out of city/station union business related travel in accordance with **1903M Bylaws Art. 4 Sec 2 E.** and the IRS schedule if mileage is paid. Car rental's (if used) will be reimbursed rental/insurance/gas/tolls.
- 3) Other Travel: Other Travel is any expenses incurred for transportation to/from an approved union business event. First class upgrades will only be reimbursed if coach is unavailable.
- 4) Car Rental: **Must be pre-approved with the President and Treasurer** before renting. It is the member's responsibility to obtain the most reasonable rate and make reservations and payments for car rental. Convertibles and Luxury Cars **will not be approved**. Loss Damage Waiver Insurance will be paid.
- 5) Taxi: If a member uses a taxi for approved out of city/station union business, taxi service will be paid to and from the function/airport and a receipt indicating purpose for each taxi travel occurrence must be provided. When all possible, try and use **UBER** as they are represented by the IMAAW.
- 6) Parking: Reimbursement will be made for parking in the most economical are available (long term, not daily or hourly) for business travel days only.
- 7) Per Diem: Per Diem will be paid in whole day amounts in accordance with the IRS schedule 1542. Per Diem for days spent at the William W. Winpisinger Education & Technology Center at Placid Harbor or at Carolina Labor School - UNC Wilmington will be a **taxable rate at \$20.00 per day (not advanced)**.
- 8) Per Lodge 1903M Bylaws: Article V Section 2, Sub-section D: **"The Delegate shall submit a written report of the function attended, to be posted at the local lodge hall, at the time the member submits their expense report for expenses incurred.**
- 9) Attach a copy of **conference agenda**.

Advances

Lodge 1903M will advance Convention/Conference Registration, Lodging Expenses and Per Diem only. Per diem is calculated from the IRS schedule 1542. **Taxable per diem is not advanced.** Indicate the dates you will be out of town on approved Union Business, the amount of lodging expenses, the city code and the per diem amount.

Advance Policy Agreement

Print your name, sign your name and write down the approved union business function you will attend. Read the box indicating you understand you must turn in a report on said function to the local at the time you reconcile your expense report. **Advances and Expense Reports must be reconciled in accordance with Article 4 Section 2 (A) (B) (D) (E).**

Please **DO NOT** write inside the "OFFICIAL USE ONLY" Box. The Trustees and/or office staff will complete this area.

Please initial accepting/understanding the Lodge 1903M Policy: _____