

# Expense Reimbursement

NAME \_\_\_\_\_

MAILING ADDRESS FOR REIMBURSEMENT \_\_\_\_\_ CITY AND ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

LOCAL NAME \_\_\_\_\_ LOCAL NUMBER \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PURPOSE OF EXPENDITURE:**  Committees  State Council  Executive Council

Committee name \_\_\_\_\_

Other: \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

## TRAVEL EXPENSES

Airfare (or equivalent) \$ \_\_\_\_\_

Mileage \_\_\_\_\_ miles @ \$ 0.56

\$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL TRAVEL \$ \_\_\_\_\_

## MEETING EXPENSES

Hotel \$ \_\_\_\_\_

Meals \$ \_\_\_\_\_

TOTAL MEETING \$ \_\_\_\_\_

## MISCELLANEOUS

Office Supplies \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

Copying/Printing \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

TOTAL MISC \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

## FOR STATE COUNCIL ONLY

Size of your local union

1000 or more  600-999  Below 600

Check should be made payable to (check one):

Local  Delegate

NAME OF DELEGATE IF NOT LOCAL PRESIDENT \_\_\_\_\_

DELEGATE POSITION IN UNION \_\_\_\_\_

LOCAL PRESIDENT NAME \_\_\_\_\_

LOCAL PRESIDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## HOW TO SUBMIT EXPENSES

- ▶ **Attach original receipts and mail this form to:** Luukia Smith, Secretary Treasurer, CFT, 2550 North Hollywood Way, Suite 400, Burbank, CA 91505.
- ▶ **Find complete expense reimbursement guidelines on next page.**

# Guidelines for Reimbursement

## FOR GENERAL EXPENSES

- All reimbursements require original receipts or substantiating documents for expenses claimed.
- Airfare should be purchased through the CFT at least 18 days in advance of the meeting by contacting Angelica Vargas in the Sacramento office, telephone 916-446-2788 or email avargas@cft.org.
- CFT reimburses for mileage at the current IRS rate to and from the airport or meeting. **Where airfare is available that would result in a lower cost, CFT reimburses up to the amount of that airfare.**
- You should use the least expensive means of travel to your meeting: Choose the airport closest to your destination; use airport shuttles where available, or shared taxis; avoid using valet parking; and obtain advance approval for car rentals.
- When provided enough lead time, the Burbank office will pay conference registrations.
- For non-CFT events, the agenda must be submitted.
- When requesting reimbursement for meals while traveling, observe the following:
  - Meal receipts must include details of all items ordered, the tip, and final payment.
  - Receipts must include the number of people in the party, their names, and the reason for meeting if submitting more than self reimbursement.
  - Alcoholic drinks are non-reimbursable.
  - Meals will not be reimbursed when they are provided as part of a registration fee, conference or meeting, or provided by another source.

## QUESTIONS?

- ▶ If you have questions about expenditures you may incur in the course of your work for the CFT, please contact Controller Liz Soto or Secretary Treasurer Luukia Smith in our Burbank office at 818-843-8226.

## FOR STATE COUNCIL ONLY

- The local union qualifies for reimbursement per the CFT Bylaws, Article II, Section 8, Travel Reimbursement for State Council.

Size of local*	Percent reimbursement of total expenses
1000 or more	50%
600-999	75%
Below 600	100%

\*The size of a local shall be determined by the membership of the local on the per capita report.

- A local shall be in good standing to receive the reimbursement.
- The CFT will reimburse only one delegate per local to the State Council meeting.
- Transportation costs include airfare, parking, and mileage to and from the airport. Where airfare is available, mileage is to be no more than airfare.
- Meals are not reimbursed.
- **The signature of the local president is required.** All receipts necessary for reimbursement must be attached and sent to the Burbank office.
- Expenses submitted 90 or more days following the day of the function may not be reimbursed. Exceptions may be approved by the CFT Executive Council.
- Avoid hotels and restaurants on the "Do Not Patronize" list; seek out union facilities.
- If a trip requires an overnight stay, share hotel rooms when possible.
- CFT does not reimburse for parking violations or traffic tickets.
- CFT does not reimburse for newspapers, video rentals, laundry or dry cleaning in hotels.