

Washington Federation of State Employees, Local 443

P.O. Box 105
Olympia, WA 98507-0105
360-754-8437

Name:		Month/Year
Address:		
City, State and Zip Code:		
Phone:		

Request Date	
Request Amount	
Budget (identify by name)	

Description:

Note: Meeting expnses must include agenda and sign in sheet

If payment for other than name and address above:

Name:	
Address:	
City, State, Zip:	
Phone:	
E-Mail:	

Comments:

I Hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.

Signed:

Member Requesting/Recipient

Date

Approval:

Authorizing Officer (President, Vice President or Chair)

Date

This section for Treasurer's Use

<input type="checkbox"/>	By Membership Motion:	_____
<input type="checkbox"/>	By E-Board Motion:	_____
<input type="checkbox"/>	Local 443 Operating Budget:	_____
<input type="checkbox"/>	Other	_____
<input type="checkbox"/>	Treasurer's Initials	_____

	Date Paid:	_____
	Check Number:	_____
<input type="checkbox"/>	Handed to Receptient:	_____
<input type="checkbox"/>	Delivered to :	_____
<input type="checkbox"/>	Mailed:	_____

**WFSE Local 443 -
Member Expense Policy**

This is the Washington Federation of State Employees Local 443 policy regarding expenses incurred by members while participating in union activities sponsored or initiated by WFSE Local 443. Such allowed expenses and reimbursements shall be in accordance with this expense policy. This policy will become effective 02/15/08.

All incurred expense shall be submitted on a WFSE Local 443 expense voucher. All receipts must be attached to the expense voucher and show item(s) purchased in detail. If receipt does not show purchased items in detail, hand written notations of those items must be made. Include an explanation of the union business, budget line identity (if known) and where and when the expenditure was approved (e-board, local meeting, committee meeting, etc..) Reimbursement for food at events or meetings must have a list of attendees attached to the voucher. Expenses that are personal in nature or are unreasonable shall not be allowed.

Members are encouraged to submit vouchers on a timely basis (weekly or monthly). Request for reimbursement of expenses submitted more than two months after the expense was incurred will not be reimbursed unless approved by the Local 443 Finance Committee.

Complete expense vouchers requesting reimbursement will be paid within three weeks of receipt. Payment of vouchers with incomplete or unclear information may be delayed.

Expenses incurred during the previous fiscal year and received between July 1 and July 15 of the current fiscal year, will be applied to the previous fiscal year budget. All expense vouchers received after July 15 will be applied to the current fiscal year budget. (The fiscal year begins on July 1 and ends on June 30).

All expense vouchers must be approved by the President, 1st vice President or Committee Chair. (Committee chair includes chief shop stewards where agencies have a steward committee).

Allowable expenses when a union member has been elected or requested to represent Local 4443 at meetings, conferences or conventions are as follows:

1. Travel
 - a. Mileage, at the IRS rate
 - b. Toll bridges and/or ferry fees
 - c. Airfare*
 - d. Rental Car expenses*
 - e. Minor miscellaneous expenses (e.g. parking)
 - f. Reasonable child care expenses
2. Meals – (Payment for meals in advance will be made at the current IRS per diem rate)
 - a. Reasonable meal expenses:

Turn vouchers in to Treasurer or Mail Expense Vouchers To: WFSE Local 443 Attn: Treasurer PO Box 105 Olympia, WA 98507

- i. When not provided at the event
- ii. When a member is out of town overnight
- iii. **Breakfast:** if in travel status at 6:00 AM. **Lunch:** If in travel status at 12:00 PM. **Dinner:** If in travel status at 6:00 PM.
- iv. A meal at an event when the provided meal does not meet dietary restrictions. Expense or payment will be requested from the member.

3. Lodging*

- a. Room and tax:

***Pre-approval:** Approval must be obtained from the Executive Board or at a Local Meeting prior to incurring non-direct billed costs for lodging, airfare, or car rental. Expense advances must be pre-approved by the Local 443 Finance Committee.

Expenses that are not within the current fiscal year budget, and expenses that will create a budget line deficit must be approved by the Executive Board or at a local Meeting prior to incurring such expense.

Expenses must have pre-authorization.

Union members elected, appointed, or requested to attend meetings, conferences or conventions representing only Council 28 shall have expenses paid by the Council. If after review of the expense voucher, it is found that the expense does not comply with the above policy, it shall not be reimbursed or, if direct billed, will be deducted from any reimbursable expense, or payment will be requested from the member.

Denied Expenses: Expenses denied by the Finance Committee may be submitted within 60 days to the Executive Board for review and reconsideration at the next regularly scheduled meeting. The Executive Board shall have the authority to make the final decision.