



LOCAL 2748 AFSCME

01/01/10

To: Executive Board Members, Labor-Management Team Members, Stewards, and any other authorized individuals.

From: Amy Keller, Local 2748 Treasurer
3759 S. 90th Street, Milwaukee WI 53228

Re: Reimbursed Expenses Guidelines

The following information has been compiled to inform you on what reimbursements are allowed and the amount of reimbursement that may be submitted.

Mileage: 50 cents per mile per IRS rules.
Reimbursement for parking with receipt only.

Meals: Union reimbursement maximums are the same as per contract:
Breakfast: \$8.00
Lunch: 9.00
Dinner: 17.00

The IRS requires a receipt to show the meal involved Union business. Please list **what type of meeting** it was (Labor-Management, etc) and **whom you ate with.**

Lodging: Up to \$100.00/night unless otherwise approved.

There is 35-mile requirement from residence to destination.

Internet: Up to \$50.00/month for Ex Brd members unless approved otherwise.

Per Diem: The full name is **Per Diem For Meals.** The only function of the per diem is to eliminate the need for meal receipts on an **over-night** event unless not authorized. All other necessary receipts are still required.

\$34.00 per day maximum within WI.

You are able to claim **the entire per diem on the first night.** You will receive the full per diem on all middle days. **On the last day, the amount of the per diem is determined by what time you arrive home if you returned directly home.** The day is divided into quarters as follows:

Midnight to 6:00 am = \$8.50
6:00 am to 12:00 pm = \$8.50 (\$17.00 total)
12:00 pm to 6:00 pm = \$8.50 (\$25.50 total)
6:00 pm to Midnight = \$8.50 (\$34.00 total)

Lost Wages:

In the comment section, you need to submit a signed statement stating you lost a specific amount of earnings on a specific date for which you are requesting reimbursement. You could certify that you used vacation for which you are requesting reimbursement. A W-4 must be completed when requesting lost wages.

*******Reimbursement must be received within 90 days of the expenditure having occurred.** If there are multiple expenditures on a voucher the 90 days is effective from the least recent date or the date that occurs earliest in a calendar year.*****