

BRANCH 2200 GENERAL EXPENSE and MILEAGE GUIDELINES

- Direct payments to officers/stewards/members must be submitted on the Branch Expense/Mileage Report form
- Form requires president's initials, review by secretary-treasurer and/or trustee(s) prior to membership approval at Branch meeting
- Expense form to be submitted to the Branch for approval of payment no more than 60 days after the expense was incurred or within 60 days following the event
- Submit no later than the Monday prior to the Executive Board meeting in order to be considered at that month's membership meeting
- Expenses require itemized receipts (no alcohol) with recipient keeping copies of documentation until they have received payment from the Branch
- Under most circumstances, pre-approval by the membership or by the Branch president is required
- GSA/IRS Per Diem rate is paid to employees for overnight stay on union business

Mileage is generally approved under the following conditions:

- Travel to stations, assigned by the president, after reporting to union office for work
- Membership motion or Branch president approval prior to travel
- May be required to carpool to save mileage/parking expense
- Submitted on Expense Form with online maps (Google Maps, Waze, etc) documentation

Mileage generally will not be paid for:

- To/from the union office for meetings
- Reporting to/from home to the union office when receiving an hourly wage
- Volunteer activities/events/meeting meals and incentives
- Outside events/meetings that are not directly assigned to a member or approved by the Branch president or membership

Changes and/or additions to this policy may be made at any time by a majority membership vote. Generally, policy changes will not be made retroactively.