

Expense Form Instructions

I. Expense Reports

A new Expense Report Form is being uploaded to the PMWG website. Use this form only.

- Expense Reports are due by the 10th and 25th of each month.
- All Expenses must be submitted no more than **60 days** after expense. Lost wages must be submitted timely.
- Checks will be paid on the 1st and 15th of each month.
- Every expense must be listed separately and receipts must be attached. If no receipt is attached the expense will not be paid.
- Form will be available in Excel, Numbers, and PDF.
- Form must be filled in legibly.
- All expenses must have prior written approval from the Executive Officer to be eligible for reimbursement. (Form under development.)

How to fill out the Expense Form:

- Write in your name, address, phone number and Social Security Number or Employer Identification Number (SSN/EIN).
- Write in what Unit / Committee you are a member of.
- Write in your Email address.
- Each expense is to be on a separate line, if you need more than one form please add a page.
- All Forms must have a hand written signature and the date.

It is the Members responsibility to be familiar with this document. Updates will be made as needed. (Feedback is always appreciated.)

II. Definitions

Purpose (Be aware that this list is only intended to be an example of purposes. If your purpose is not listed please be specific on the purpose of the expense.)

- Contract Negotiations (Bargaining)
- Organizing / Mobilizing
- Meetings: Membership, EC, RA
- Grievance / Arbitration
- Training
- Charitable Contribution
- Member - Charitable Assistance (McQuade Fund)

- Office Supplies
- Office Equipment
- Postage
- Convention: District, Annual,
- Publications / Subscriptions / Newsletters

Airfare

- All airfare must be approved prior to purchase by the Executive Officer. Attach approval to Expense Form
- Receipt must be included with Expense Form.
- Local will cover the cost of the flight and checked luggage, if necessary.
- Local will NOT cover costs for upgrades.

Car Rental / Mileage

- The Local will reimburse at the IRS rate any approved travel in a personal vehicle for Local business.
- Please indicate a starting and ending address or include a map showing mileage.
- Car Rental - Local will cover car rental when needed for Union business. Members are covered by PMWG insurance when on Union business, therefore Local will not cover any additional insurance purchased.

Parking / Tolls / BART

- Whenever possible please get a receipt.
- If receipts are not available, please create a receipt (including date, to/from, and reason for expense), sign and attach.

Lodging

- Whenever possible, members are encouraged to use a Union approved hotel for Local business
- An itemized receipt is required when submitting Expenses.

Lost Wages

- Members will be compensated for any actual lost pay at their regular rates while conducting Local business.
- Members must obtain prior approval from the Executive Officer before taking such leave.
- Members must fill out the Local Expense Form (available for download at mediaworkers.org).
- The form must be completed in full including the purpose of the leave, hours lost and rate of pay.
- Forms must be submitted no more than 60 days after time missed and wages are lost.
- Members must include proof of income (hourly rate).

Meals

- List Local business purpose of any meal and if paying for others, please list their names on back of the detailed receipt (showing what was purchased).
- Please indicate purpose of meal (See Purpose definition) as you could be at negotiations and have a lunch where you discuss mobilization. These differences are important.
- Alcohol is NOT reimbursed at any time.

III. Expense Approval Form

All expenses must have prior written approval from the Executive Officer to be eligible for reimbursement.

- Form is currently under construction.
- An announcement will be made when it becomes available.

IV. Submitting Expense Forms

Expense forms can be submitted for payment by:

- Email: (wmejia@mediaworkers.org)
- Fax: 415- 421-3751
- U.S. mail: 433 Natoma 3rd Floor, San Francisco CA 94103 Attention: Wendy Mejia
- Hand Deliver

Submittal period

- **All expenses must be submitted within *60 days* of actual event.**
- **Expenses are not reimbursed in advance.**