

BRANCH 2200 CONVENTION EXPENSE POLICY

1. Eligibility and guidelines are offered in By-Laws, Article V
2. Branch motion determines how many delegates and the expense parameters. Generally, travel (flight/train car-mileage/parking), meals and lodging are paid
3. If convention(s) is within Los Angeles or Southern CA area, mileage and parking or public transportation (Metro/Metrolink) may be paid, depending on membership motion – delegates are often encouraged, and may be required, to share transportation/carpool when possible
4. If a delegate chooses to drive, rather than flight/train, they may be reimbursed for mileage and parking not to exceed the amount approved for flight or train travel. If carpooling, mileage/parking will be paid to the driver and the Branch will consider the number of persons transported
5. Mileage is paid one-way from home to airport/train and one-way from airport/train station to home
6. Delegates will pay ½ room cost if they indicate on Branch convention form/questionnaire that they do not wish to share a room with another delegate or if their “preferred” delegate is unavailable. The Branch will not require a delegate to share a room with a member of the opposite sex
7. If a single room is available due to uneven delegate numbers, the Branch president will decide who receives the single room (generally based on officer rank/title or years with the union, but other factors may be considered)
8. The Branch president is not required to share a room with another delegate
9. Employee delegates of the Branch receive meals and incidentals per diem following IRS rules. Amount per day as granted by location. Travel Days are prorated at 75% of full day per diem. Checks to be issued within one to two weeks prior to travel
10. Branch non-employee (independent contractor) delegates receive an amount equal to employee per diem rate to be issued within one to two weeks prior to travel. Non-employee delegates are responsible for any potential tax consequences. If amount exceeds \$600 in the calendar year, the Branch will issue Form 1099 to IRS unless receipts are provided. If no Form 1099 (under \$600) is required to be filed by the Branch, the non-employee is responsible for reporting income to IRS for tax purposes
11. Meals (if known) provided by the event will be deducted from per diem/expense amount
12. An amount set by the membership may be deducted from per diem/expense amount for the Delegate Dinner at the National Convention
13. Any reimbursable expenses must be submitted on Expense Report Form with itemized receipts or documented mileage within 60 days of convention
14. Generally, delegates are expected to attend all convention sessions and training classes that are held within the same day and may be required to return a portion of their per diem for non-attendance
15. There is no payment for lost time

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.