



Engineers and Scientists of California Local 20
 IFPTE (AFL-CIO & CLC)
 810 Clay Street, Oakland, CA 94607
 Tel: (510) 238-8320 Fax: (510) 238-8324

MEMBER PER DIEM REQUEST FORM (MEALS AND INCIDENTALS)

NAME: _____ TODAY'S DATE: _____

HOME ADDRESS: _____

PURPOSE OF UNION BUSINESS TRIP: _____

DURATION OF TRIP: FROM _____ TO _____

Extended Day (10 or more hours) Multi-Day/Overnight

EMPLOYER: _____ JOB TITLE: _____

EXTENDED DAY PER DIEM (10 OR MORE HOURS/NON-OVERNIGHT)
 paid at 75% of the daily rate

| DATE | START TIME | END TIME | LOCATION | Per Diem Rate (for ESC Use) |
|------------------------|------------|----------|----------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| TOTAL PER DIEM: | | | | |

MULTI-DAY/OVERNIGHT PER DIEM
 first and last day of travel is paid at 75% of the daily rate

| DATE | Conference stipends: please check the box to indicate meals that were provided at the event, if applicable. | LOCATION | Per Diem Rate (for ESC Use) |
|------------------------|---|----------|--------------------------------|
| | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner | | |
| | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner | | |
| | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner | | |
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| | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner | | |
| | <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner | | |
| TOTAL PER DIEM: | | | |

 SIGNATURE Approved by: _____

Member Travel Per Diem Policy:

1. The ESC member must be in good standing.
2. The member must be approved to attend.
3. Per diems are provided to pay for meals and incidentals (e.g. housekeeping or porter tips) while traveling. The member agrees that the per diem or conference stipend is in lieu of requesting expense reimbursement for meals and incidentals.
4. The per diem rate is based on the U.S. General Services Administration Guidelines, which vary by city location. Per diem rates for specific locales can be found at <https://gsa.gov/travel/plan-book/per-diem-rates>.
5. The conference stipend shall be reduced if the conference is offering some meals, but not all three, i.e. serving breakfast and lunch, but no dinner. The stipend is reduced by the per diem amount provided for that specific meal. That information can be found at: <https://gsa.gov/travel/plan-book/per-diem-rates>.
6. The member agrees to reimburse ESC the entire prepaid conference per diem stipend if the member fails to attend.
7. For expenses permitted under ESC policy but not covered by the per diem, the member must fill out appropriate expense reports and provide required receipts and documentation of expenses before receiving reimbursement.
8. Please note, union staff and officers are also provided a per diem. Each individual is responsible for paying for their own meals with the per diem that has been provided to them.

The following rules apply to requests for expense reimbursement:

Transportation and Lodging

Air Travel: Individuals purchasing airline tickets for official union business should attempt to purchase tickets at least seven (7) days in advance of travel to receive early purchase discounts.

When seeking reimbursement a proof of purchase (i.e., the original passenger ticket receipt) must be submitted. The purpose of travel must be indicated, along with an explanation of the official union business being conducted. Individuals who are seeking reimbursement for airline tickets may be asked to provide supporting documentation such as boarding passes or hotel charges as proof of travel.

ESC will reimburse for the cost of seat selection fees, one checked bag, Business Select fares on Southwest Airlines, airline wifi fees, and the cost of changed flight fees when a reasonable explanation of the reason for the change is provided. ESC will not reimburse for seating class upgrades, business or first-class airfare, or excess or overweight baggage fees. Travelers may take advantage of upgrades, provided that such upgrades are at no cost to ESC.

Rental Cars: Rental cars may be used in conducting official union business as long as such rentals are necessary. All rental cars must be mid-size or smaller or a van. Travelers may take advantage of upgrades, provided that such upgrades are at no cost to ESC. Travelers who elect a higher category of vehicle may do so at their own expense. In these cases, the traveler should submit documentation of comparable cost for a mid-size or smaller vehicle and request reimbursement for the lower of the two costs. Individuals renting a car for union business should purchase the insurance coverage provided by the rental service through the rental agreement and ESC will reimburse the individual for such coverage. Any violations

incurred while utilizing a rental car are the responsibility of the driver. ESC will not pay for any tickets, fines, or towing charges.

Taxis: Taxi fares incurred in the conduct of official union business will be reimbursed upon submission of receipts. Receipts must have the “to” and “from” locations, the number and names of passengers, and the purpose of the trip. Incomplete taxi receipts will not be processed for reimbursement.

Mileage: All personal vehicle mileage incurred in the conduct of official union business must be documented providing the starting point, destination, number of miles, and purpose of the trip. ESC will reimburse for mileage at the rate approved by the Internal Revenue Service (“IRS”). The mileage rate includes fuel costs; therefore, gas will **not** be reimbursed when mileage is claimed. If an individual chooses to drive between cities instead of flying, the total reimbursed transportation costs (mileage, tolls, parking, etc.) cannot exceed the costs that would have been incurred if the individual had traveled by air. Individuals electing to drive must submit a cost comparison and claim the lower of the two costs.

Hotels: Individuals should attempt to stay in a reasonably priced business-class hotel within a reasonable distance from their travel destination. Individuals should also make a concerted effort to stay at union hotels when such hotels are available in the immediate area. Exceptions will be made for conventions and conferences where a rate has been negotiated for the event. Only the cost of a hotel room, taxes, and fees are necessary union expenses. Room service, mini bar beverages, and other expenses are not reimbursable and must not be charged to an ESC credit card.

Frequent Flyer/Hotel/Car Rental Loyalty Programs: ESC shall permit the accumulation of frequent flyer mileage and/or loyalty points by individuals for use at their discretion as long as ESC does not incur extra expenses for the purpose of an individual accumulating frequent flyer miles and/or hotel loyalty points. The redemption of frequent flyer mileage and/or loyalty points to purchase tickets or upgrades for use on ESC business will not be treated as cash and, therefore, will not be reimbursed. Each individual is solely responsible for paying any applicable taxes and fees in connection with the accumulation and usage of frequent flyer mileage and/or hotel loyalty points or incentives.

Expenses That May Not Be Reimbursed

Per Department of Labor regulations, expenditures for the following items will **not** be reimbursed by ESC because they are primarily for personal use:

- Movies purchased during hotel stays
- Laundry (except in cases where travel exceeds seven days)
- Family or personal guest expenses
- Toiletries
- Health clubs/spa facilities
- Minibar charges
- Personal travel portion during business trip
- Fines for traffic or parking violations
- Theft of personal property, including articles stolen from a personal vehicle or rental car
- Any estimated or unexplained expenses