

Required Documentation for Disbursements

Unless otherwise noted, all disbursements must have membership approval by the affected members PRIOR to the disbursement being made. Approval must be voted on and documented in meeting minutes that are kept on file.

Wages

Local Officer Salary

- Documented in approved local bylaws

LCA Salary

- Memorialized in monthly meeting minutes
- Approved as outlined in Article 21B Section 48 (2-meeting process).

Committee Day

- Request for payment (Local expense claim form or letter)
- Date(s) of union business being claimed
- Quantity of day(s) being requested
- Explanation of union business conducted (“union business” or “miscellaneous” are never acceptable descriptions)

Lost Time

- Documented guidelines to determine how much lost time can be claimed and which payment method to use for approved claims.
- Request for payment (Local expense claim form or letter)
- Date(s) of lost time being claimed
- Work history or check stub support showing work was not performed for the carrier
- Assignment job or route id missed for dates of lost time claimed
- Quantity of day(s), hours, trip rate being claimed
- CBA or check stub support showing rate of pay for time lost
- Explanation of union business conducted (“union business” or “miscellaneous” are never acceptable descriptions)

NOTE: If a quorum of LCA members **is not present** at the regular monthly meeting, lost time and expenses of a Local Chairperson may be paid by obtaining five signatures of members in good standing that have jurisdiction over the fund to be used for payment. **This only applies to the LCA disbursements to Local Chairpersons.**

Reimbursed Expenses

Expenses can be paid by actual or allowance method. Only one method can be applicable.

Office Supplies, Postage, Copies

- Original itemized receipt
- Purpose for union business

Lodging

- Original receipt must be submitted if claiming actual expense
- If claiming per diem, original receipt not required
- Explanation of union business (“union business” of “miscellaneous” are never acceptable descriptions)

Airfare

- Original Itemized receipt
- Boarding passes
- Explanation of union business (“union business” of “miscellaneous” are never acceptable descriptions)

Car Rental/Car Rental Fuel

- Original Itemized receipt
- Explanation of union business (“union business” of “miscellaneous” are never acceptable descriptions)

Meal Expense

- Original itemized receipt from the restaurant
- Names of individuals present
- Name and address of restaurant
- If per diem is claimed, receipt not required
- Explanation of the union business (“union business” of “miscellaneous” are never acceptable descriptions)

Auto miles

- Beginning and ending odometer reading
- Date of travel
- Names and locations traveled to and from
- Total miles driven
- Explanation of union business conducted (“union business” of “miscellaneous” are never acceptable descriptions)

Phone, Fax and Internet

- The original copy of the complete bill must be submitted

***Anyone submitting a bill to the S&T should always keep a copy for their personal records**

Locals are not permitted to have credit/debit cards in the Local's name or tied to any financial accounts.