

Disbursement Guidance for Locals



1. Salaries are intended to compensate the Local or Local Committee officers for fulfilling all their constitutionally required duties. Regardless of whether the individual misses one day of work or 31 days of work in a given month. Please remember the following:
 - Your Local should establish clear guidance regarding officers paid salary.
 - To establish or amend a salary, it will take 2-meetings as outlined in Article 21B section 48.
 - Documentation shall be in at least one (1) union record
 - Bylaws for Local Officers
 - LCA officers shall be memorialized in meeting minutes or LCA Procedure documents.
2. Local Treasurers shall have the minutes and/or bylaws to support **ALL** salaries. Documentation may go back many years, but these records **MUST** be kept as long as they are needed to support authorization for the payments.
 - Do you have supporting documentation (meeting minutes) to support Local and LCA officer salaries? Can you provide this documentation in an audit? If not, you must re-establish the documentation by re-presenting and voting the motions at a lodge meeting.
 - Note: Meeting Minutes are supposed to be kept forever. Locals must establish procedures to ensure records/files are kept according to file retention guidelines.
3. A motion must be made for each disbursement claim/request. If six (6) claim forms are submitted, the minutes shall reflect 6 separate motions. Documentation for membership approval must be in at least one union record. **It's very important the Local Secretary includes both the motion and the notation that the motion passed or carried.**
4. All claims for lost time and expense reimbursements must be voted on (majority vote by show of hands at a meeting) and approved by the affected members and should be approved prior to the officer incurring the expense.
 - If Local has more than one (1) LCA, only the affected members can vote on matters pertaining to that specific LCA
5. All claims for lost time and expenses must receive membership approval (majority vote by show of hands at a meeting) prior to issuing payment.
6. No officer or member has the authority to direct the Treasurer or President to issue a disbursement without it first being a motion at a lodge meeting with membership approval. **The Membership authorizes disbursements.**
7. All claims for lost time and expense reimbursements must be submitted in writing with the appropriate supporting documentation attached (see attached "Required Documentation for disbursements). It is recommended that the SMART TD Expense Claim Form is used. As a reminder, Lost time supporting documentation shall include:
 - Request for payment (Expense claim form or letter)
 - Dates of lost time being claimed
 - Work history or check stub to support showing work was not performed for the carrier
 - Assignment job or route id missed for dates of lost time claimed
 - Quantity of days, hours, trip rate being claimed
 - CBA or check stub to support rate of pay for time lost
 - Explanation of union business being conducted (General statements such as "Union Business" or "miscellaneous are not acceptable.)
8. When new equipment is purchased with union funds (or donated to the Local), make sure to add it to the Local's fixed asset inventory list. Purchases as these still require membership approval prior to the purchase. This includes items such as furniture, computers, file cabinets, cell phones, etc. These items belong to the Local and not to the individuals that use them to perform union business.

9. All reoccurring expenses such as office supplies, meals, mileage, phone, fax, internet, etc. shall have membership approval prior to such disbursements. Also, the Local Treasurer shall secure all supporting documentation (original receipts) prior to making such a disbursement. For example:
 - Meal reimbursement shall include; Original Itemized receipt, names of Individuals present, name and address of restaurant along with an explanation of union business being conducted.
 - If a phone, fax or Internet bill is being submitted for reimbursement, the **complete bill is required to be on file.**
 - If mileage is being reimbursed, the following shall be included;
 - Starting and Ending odometer readings
 - Date of travel
 - Names and Locations traveled to and from
 - Total miles driven
 - Union purpose of travel (General statements such as “Union Business” or “miscellaneous are not acceptable.)
10. When addressing reimbursement for travel related expenses, there are 2 methods you can use, Actual method or Allowance method. You cannot use both. The method should be agreed on prior to the motion being made for travel related expenses. Also, you cannot claim per diem + meal and incidentals concurrently. Per Diem, Meal & Mileage rates cannot be used in lieu of salary, lost time or committee days.
11. Payment for seminars, meetings, trainings, etc. shall be paid after member attends such function so long as prior approval was granted by the membership or bylaws. (Paying before is considered a loan/money advance.)
12. The only two (2) officers permitted to sign checks are the Local Treasurer and Local President. Both officers must co-sign all checks. Check must never be pre-signed by one or both officers.
13. No credit/debit cards
14. No lines of credit in the Local’s name with any business (i.e. with Office Mac, Office Depot, Staples, etc.)
15. No loans or money advances