

Expense Reimbursement

NAME _____

MAILING ADDRESS FOR REIMBURSEMENT _____

CITY AND ZIP _____

EMAIL _____

PHONE _____

LOCAL NAME _____

LOCAL NUMBER _____

SIGNATURE _____

DATE _____

PURPOSE OF EXPENDITURE: State Council Executive Council Committees

Committee name _____

Other: _____ Date _____ Location _____

TRAVEL EXPENSES

Airfare (or equivalent) \$ _____

Mileage _____ miles @ \$ 0.545
\$ _____

Parking \$ _____

Other \$ _____

TOTAL TRAVEL \$ _____

MEETING EXPENSES

Hotel \$ _____

Meals \$ _____

TOTAL MEETING \$ _____

MISCELLANEOUS

Office supplies \$ _____

Postage \$ _____

Copying/printing \$ _____

Other \$ _____

TOTAL MISC \$ _____

TOTAL EXPENSES \$ _____

FOR STATE COUNCIL ONLY

Size of your local union

1000 or more 600-999 Below 600

Check should be made payable to (check one):

Local Delegate

NAME OF DELEGATE IF NOT LOCAL PRESIDENT _____

DELEGATE POSITION IN UNION _____

LOCAL PRESIDENT NAME _____

LOCAL PRESIDENT SIGNATURE _____

DATE _____

HOW TO SUBMIT EXPENSES

- ▶ **Attach original receipts and mail this form to:** Jeffery Freitas, Secretary Treasurer, CFT, 2550 North Hollywood Way, Suite 400, Burbank, CA 91505.
- ▶ **Find complete expense reimbursement guidelines on next page.**

Guidelines for Reimbursement

FOR GENERAL EXPENSES

- All reimbursements require original receipts or substantiating documents for expenses claimed.
- Airfare should be purchased through the CFT at least 18 days in advance of the meeting by contacting Angelica Vargas in the Sacramento office, telephone 916-446-2788 or email avargas@cft.org.
- CFT reimburses for mileage at the current IRS rate to and from the airport or meeting. **Where airfare is available that would result in a lower cost, CFT reimburses up to the amount of that airfare.**
- You should use the least expensive means of travel to your meeting: Choose the airport closest to your destination; use airport shuttles where available, or shared taxis; avoid using valet parking; and obtain advance approval for car rentals.
- When provided enough lead time, the Burbank office will pay conference registrations.
- For non-CFT events, the agenda must be submitted.
- When requesting reimbursement for meals while traveling, observe the following:
 - Meal receipts must include details of all items ordered, the tip, and final payment.
 - Receipts must include the number of people in the party, their names, and the reason for meeting if submitting more than self reimbursement.
 - Alcoholic drinks are non-reimbursable.
 - Meals will not be reimbursed when they are provided as part of a registration fee, conference or meeting, or provided by another source.

QUESTIONS?

- ▶ If you have questions about expenditures you may incur in the course of your work for the CFT, please contact Controller Liz Soto, 818-843-8226 (Burbank office) or Secretary Treasurer Jeffery Freitas at 916-446-2788 (Sacramento office).

FOR STATE COUNCIL ONLY

- The local union qualifies for reimbursement per the CFT Bylaws, Article II, Section 8, Travel Reimbursement for State Council.

Size of local*	Percent reimbursement of total expenses
1000 or more	50%
600-999	75%
Below 600	100%

*The size of a local shall be determined by the membership of the local on the per capita report.

- A local shall be in good standing to receive the reimbursement.
- The CFT will reimburse only one delegate per local to the State Council meeting.
- Transportation costs include airfare, parking, and mileage to and from the airport. Where airfare is available, mileage is to be no more than airfare.
- Meals are not reimbursed.
- The signature of the local president is required. All receipts necessary for reimbursement must be attached and sent to the Burbank office.
- Expenses submitted 90 or more days following the day of the function may not be reimbursed. Exceptions may be approved by the CFT Executive Council.
- Avoid hotels and restaurants on the "Do Not Patronize" list; seek out union facilities.
- If a trip requires an overnight stay, share hotel rooms when possible.
- CFT does not reimburse for parking violations or traffic tickets.
- CFT does not reimburse for newspapers, video rentals, laundry or dry cleaning in hotels.