



TRANSPORT WORKERS UNION OF AMERICA LOCAL 320

Entertainment, Business Meeting, and Other Events Reimbursement Policy

Overview

This policy sets general guidelines for acceptable types and levels of reimbursable or chargeable expenses and their documentation, and defines requirements for the reporting of and level of approval required for these Bargaining Unit Member [“member”] expenses. Members are expected to exercise prudent financial judgment regarding expenses covered by this policy and are expected to neither gain nor lose financially. Any covered Member submitting the expense is responsible for the validity of the claim, the adequacy and truthfulness of the documentation and is accountable for the appropriateness and the accuracy of the expense. All Board Members having the authority to submit and approve such requests must be familiar with the expense reimbursement procedures and are responsible to ensure that expenses submitted comply with this policy.

Furthermore, it is the policy of TWU Local 320 to reimburse members for reasonable and necessary expenses incurred in connection with approved Union Business on behalf of the Local 320.

An event expense is incurred when meals, light refreshments and/or related goods and services are purchased using Union funds in connection with a social or recreational activity, business meeting, or other event. The estimated total expense along with the meeting’s specific purpose shall be presented in writing to the Executive for pre-approval. The respective Regional Representative may deny the request prior to presentation to the Board. A Board vote of $\frac{2}{3}$ approval is required. Expenses may be paid directly to a vendor (Purchase Order) or paid out-of-pocket and reimbursed (Reimbursement).

Failure to comply with these policies and procedures may result in disciplinary action as deemed appropriate by the Executive Board of Local 320.

TWU Local 320 Endorsed Event Requirements

1. Have a direct, substantial Union business purpose
2. Must occur on an infrequent basis per station, division, or committee. Light refreshments may be provided to members specifically for scheduled meetings on a more frequent basis.
 - Payment or reimbursement for meals is limited to no more than once a quarter, or four times a year
 - Payment or reimbursement for light refreshments is limited to no more than once per month, or twelve times a year
3. Be reasonable in cost given the purpose of the event from the perspective of an objective third-party observer
4. Not result in a member receiving a taxable fringe benefit under IRS regulations
5. Not involve making a contribution to a political campaign or candidate
6. Have at least one Union employee or elected representative or other designated individual representing the Union to act as point of contact and chaperone

Allowable Expenses

Allowable event expenses are meals or light refreshments provided to members in good standing or prospective bargaining unit members. These expenses should not exceed the suggested per-person. Per-person spending rates should include supplies

Suggested Per-person Spending Rates[^]

- *Breakfast (7:00 am - 11:00 am):* \$20.00
- *Lunch (11:00 am - 4:00 pm):* \$35.00
- *Dinner (4:00 pm - 11:00 pm):* \$50.00
- *Light Refreshments:* \$15.00

[^]suggested rates shall be revisited annually at the first member meeting of every new year

Meal/Light Refreshments

- A **meal** is a catered, restaurant-provided, or self-prepared breakfast, lunch, or dinner. It does not necessarily mean a traditional “sit-down” meal.
- A **light refreshment** consists of coffee, tea, and other non-alcoholic beverages, snacks, hors d’oeuvres, pastries, cookies, crackers, chips, fruit, or similar items.

Important

- If a reception before a meal includes beverages and hors d'oeuvres, the combined charges for the reception and the meal should be treated as a single event for purposes of calculating per person costs.
- The costs of room rental, room setup fees, media rental, and decorations are not included in the per-person costs unless those costs cannot be separated by the vendor.
- **Alcohol is only reimbursable when purchased during dinner meals**
- ***Receipts must be itemized***
- ***An accurate roster of event attendees including full names and their initials must be provided***

Alcohol Usage

RESPONSIBLE CONSUMPTION

By responsible consumption we mean to drink in moderation, at the right time, in the right place, and for the right reasons. By moderate consumption we mean the level of alcohol consumption that represents a low risk to health. There are situations when someone should not drink at all, for instance: if a person is pregnant or under the legal drinking age.

EXPECTED BEHAVIORS

Be a responsible consumer and behave responsibly. Consuming alcohol (even a moderate amount) may have an impact on your behavior, judgment, and coordination. Beware of this and, in any case, obey the law. Use common sense and be mindful of your and Local 320's reputation.

Restrictions

Reimbursements are not allowed under any of the following conditions:

- Lavish or extravagant expenses under the circumstances.
- Represents taxable income to a member for the expense.
- Contribution expense to a political campaign or candidate.
- Purchase of property or services for personal use or a non-business reason.
- Occurs frequently or on a routine basis.

Expenses for any of the events listed below will not be paid or reimbursed with Union funds under any circumstance:

- Farewell gathering honoring a member departing to take a position as a member of management
- Retirement or farewell gathering honoring a member with less than 10 years of service in good standing
- Birthday, wedding, or anniversary expenditures

Exceptions

Requests for exceptions to the policy must be made in writing and approved by the Executive Board.

Review and Audit

Any member in good standing reserves the right to submit in writing a request to audit any person's use of the privileges of this Policy, not to go further back than six months prior to the request, if they believe the Policy is being abused by a particular individual(s). The Board will review the request at the following Board meeting, and vote on the request. If it is a member of the Board who is the subject of the requested audit, that person must recuse themselves. After careful review and investigation, and if wrongdoing is determined, the Board may choose to limit or prohibit any further privileges of the Policy (either for the duration of that person's term or for a shorter length of time) by said individual. Blatant abuse of the privileges of this Policy may result in removal from office.

Reimbursements

Requests for reimbursements of event-related expenses are submitted online using the Local 320 Expense Reimbursement Form. This form must be accompanied by supporting documentation and itemized receipts.

These forms must be submitted to the Secretary-Treasurer's office within two weeks (14 calendar days) following the event. Reimbursement expense forms not submitted within this timeframe shall require approval from the Executive Board.

Reimbursement of event expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipt(s). Digital receipts, screenshots,

confirmation emails, and the like may substitute for original receipts when hard copies are not provided by the vendor.