



PASS Policy for Reimbursement of Expenses

January 2010

Pages 1–5: Detailed policy and instructions for submitting reimbursement requests for any PASS-related expense

Pages 6–8: Additional instructions for submitting chapter-specific reimbursement requests



PASS Policy for Reimbursement of Expenses

General Policies

- PASS will reimburse members and employees for **ordinary, necessary and reasonable** expenses incurred when traveling for PASS and/or in order to conduct PASS business. ALL travel or business purchases **MUST** be pre-approved by the appropriate PASS official (i.e., national president, national vice president/CFO or regional vice president (RVP)). Failure to seek pre-approval may result in a denied reimbursement. Lavish or extravagant expenses will not be reimbursed.
- Reimbursement is made to the member or employee who incurs the expense. Do not submit receipts for expenses incurred by other members or employees as part of your claim.
- All travel reimbursement requests must be submitted on a “Travel Expense Report” form. Copies of this form are available as hard or electronic copy, and can be obtained from the PASS national office or from your regional vice president.
- PASS does not normally reimburse the cost of meals for persons other than the member or employee themselves. Occasionally, a meal may coincide with a business meeting; in those cases only, a PASS national officer, regional vice president or select employee may pay for meals for others. In these instances, a “Business Meals & Expense Voucher” must be completed and attached to the “Travel Expense Report.” This form is available from the PASS national office. The PASS national officer, RVP or employee must clearly demonstrate that the meal was part of a valid business meeting in order to be considered for reimbursement. **PLEASE NOTE:** Unless as part of a chapter meeting or with prior approval, only PASS national officers, RVPs and select employees are authorized to pay for meals for others.
- PASS will reimburse the reasonable and customary cost of lodging for members and employees on authorized travel for PASS.
- ALL reimbursement claims **MUST** include ORIGINAL, DETAILED receipts for every expense.
 - Forgotten or lost receipts cannot be claimed, even if the expense is small. For example:
 1. A claim is made for tolls for travel to and from a destination, but the receipt(s) included is for travel in just one direction. Reimbursement will be made only for toll claims in one direction.
 2. A fast food meal receipt for \$3.75 is lost. The claim is denied.
 - Credit card receipts showing only the total purchase amount are not acceptable. See example on following page.

Example:

Required	
01/15/10	
Guests:	1
Coke	2.00
Club Sandwich	7.50
Sub Total	9.50
Tax	.50
Total Amount:	10.00
Tip:	2.00
Total:	12.00

Not Acceptable	
01/15/10	
Guests:	1
VISA	
	o Card
	#XXXXXXXX
	XXXX
Approval:	XXXXXX
Total Amount:	10.00
Tip:	2.00
Total:	12.00
X _____	
Signature	

- It is assumed that travelers will travel by common carrier (commercial airline, train, etc.). Arrangements for travel may be made through the PASS national office or directly by the traveler. In both cases, travel arrangements **MUST** be made 14 days in advance of the travel and **at the lowest available fare** that will meet the business needs associated with the travel.
- Acceptable common carrier receipts are “paper tickets” or “e-tickets.” If using an e-ticket, the Internet printout **MUST** include the page that shows payment information (i.e., credit card charge). An itinerary is not considered a receipt. Boarding passes, if provided, should also be submitted with the voucher.
- If the traveler chooses to make his/her own travel arrangements, it is the responsibility of the traveler to demonstrate that the lowest available fare was purchased. This can be done by attaching a printout from a commonly used travel website (such as Travelocity, Cheap Tickets or Orbitz) showing flights from multiple carriers for the **actual travel dates and approximate times**. The printout must show the flight options to verify that the lowest available fare was purchased. An example of an acceptable printout follows.

ORBITZ Welcome to Orbitz. [Sign in](#) | [Register now](#)

[My Trips](#) | [My Account](#) | [Traveler Update](#) | [Customer Support](#)

Quick Search | Vacation Packages | Hotels | **Flights** | Cars & Rail | Cruises | Activities | Deals

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Find flights by:

Stops	United Airlines	American Airlines	US Airways	Delta Air Lines	JetBlue Airways	Continental Airlines	AirTran Airways	Northwest Airlines
Non-stop								
1 stop	\$284 total \$334	\$295 total \$345	\$337 total \$380	\$406 total \$448	\$446 total \$488	\$529 total \$571	\$598 total \$641	\$731 total \$774
2+ stops								

Fares are per person in US dollars, using e-tickets. Total fare includes all taxes and fees. Additional baggage charges may apply. Some itineraries require paper tickets with an additional charge. Changes after booking are subject to change fees.

Sort flights by: **Lowest price** | Departure time | Shortest flight | [Airport codes](#)

Change Search

From: City name or airport
BUF

incl. nearby airports

To: City name or airport
PIT

incl. nearby airports

Leave: 03/13/10
Depart: Anytime

Return: 03/15/10
Depart: Anytime

[Expand search options](#)

Showing lowest priced flights (45 flights out of 137 total) [See all 137 flights](#)

Act fast! Only **4 tickets** left at this price!

Select \$284 + \$50 taxes & fees = \$334 USD per person **PRICE ASSURANCE**

Leave Sat, Mar 13 **United Airlines 5673** operated by UNITED EXPRESS/EXPRESSJET AIRLINES
Buffalo, NY (BUF)
Depart: 10:17am
Arrive: 11:39am
Washington, DC (IAD)
Economy | 1hr 22min | Embraer RJ145 | [View seats](#)

1 stop
Change planes. Time between flights: 0hr 46min

United Airlines 7784 operated by UNITED EXPRESS/EXPRESSJET AIRLINES
Washington, DC (IAD)
Depart: 12:25pm
Arrive: 1:28pm
Pittsburgh, PA (PIT)
Economy | 1hr 3min | Embraer RJ145 | [View seats](#)
Total duration: 3hr 11min

Return Mon, Mar 15 **Delta Air Lines 6564** operated by COMAIR DBA DELTA CONNECTION

BOOK NOW

Book now and save on all your weekends.

Hilton
DOUBLE TREE

[Feedback](#)

Example of printout showing flight options

- If a traveler chooses to travel via POV or rental car rather than by common carrier, a cost comparison MUST be made. The traveler will be reimbursed at the lesser of the comparison rates. The following are the items to be included in the travel cost comparison for each mode of transportation:

- **BY AIR or TRAIN**

1. A written quote from a website (such as Travelocity, Cheap Tickets or Orbitz) showing the lowest fare available with a 14-day advance of THE ACTUAL DATES OF TRAVEL (see previous example of acceptable printout)
2. Mileage to/from the home base airport or station and economy parking rate at the airport or station (provide written quote from past receipt or company literature)

OR

Cab/shuttle fare to/from the home base airport or station and cab/shuttle fare to/from destination airport or station (provide written quote from past receipt or company literature)

- **BY POV**

1. Roundtrip mileage (must include a Map Quest or similar travel summary that shows the mileage) multiplied by the current GSA reimbursement rate (see GSA website or call the PASS national office for current rate)
2. Tolls (provide toll receipts or electronic toll bill, such as E-Z Pass)
3. Parking fee at destination (provide actual receipt)

- **BY RENTAL CAR**

1. Cost of rental vehicle (provide actual receipt)
2. Fuel charges (provide actual receipts)
3. Tolls (provide toll receipts or electronic toll bill, such as E-Z Pass)
4. Parking fee at destination (provide actual receipt)

PLEASE NOTE: Use of a rental car MUST BE APPROVED IN ADVANCE OF TRAVEL by the appropriate PASS official.

- All requests for reimbursement – including those for travel – must be submitted within 30 days of incurring the expense. Failure to meet the 30-day requirement may result in a denial of reimbursement. For regularly recurring expenses, such as telephone service, the 30-day period begins from the due date of the invoice. PLEASE NOTE: When extenuating circumstances arise that prevent the member or employee from submitting a reimbursement claim in a timely manner, the national vice president/CFO MAY authorize reimbursement provided a written, detailed explanation for the late submission is included.
- All requests for reimbursement of expenses occurring in a calendar year **MUST BE SUBMITTED NO LATER THAN JANUARY 15** of the following year.

Common Items That ARE Reimbursable

- Routine business expenses such as telephone, Internet access, website charges, postage, shipping, office supplies, and printing for regional assistants and regional business agents (RBAs). PLEASE NOTE: These recurring expenses for assistants and RBAs may be submitted directly to the PASS national office and do not require the RVP's approval.
 - In order to meet the Department of Labor (DOL) reporting requirements, a notation as to the purpose of each expense must be included. For example, if the expense is for "postage," please note how the postage will be used (balloting, to mail member newsletters, to send notice of an upcoming meeting, etc.).
 - A SPECIAL NOTE ON CELL PHONE CALL CLAIMS: Only PASS officers, assistants and select employees may be required to have a cell phone for business use. All others claiming PASS business calls on their personal cell phones will be reimbursed at either 1) the actual cost of the call(s) as itemized on the cell phone bill, or 2) at a pro-rated amount of PASS minutes to personal minutes for plans that do not itemize cost per call. For example:

Total cell phone charges (minutes only) are \$49.99 per month up to 500 minutes.
Total minutes used = 380; PASS minutes = 76. Calculation for reimbursement is as follows: 76 (PASS minutes) divided by 380 (total minutes used) = .20 (% of PASS use) x \$49.99 (total charge) = \$9.99 (reimbursement claim)

- PASS policy is to reimburse the cost of three meals per day when on authorized PASS travel. As previously noted, actual and detailed receipts must be submitted. Snacks, coffee, refreshments, etc., are not reimbursable. Please note that a maximum of two (2) alcoholic beverages may be reimbursed only when part of a meal; total cost of alcoholic beverages is not to exceed \$15.
 - Per diem may be reimbursed in lieu of actual meal costs **ONLY IF AUTHORIZED IN ADVANCE OF THE TRAVEL BY THE NATIONAL VICE PRESIDENT/CFO**. All per diem requests are considered on a case-by-case basis.
- Tips/gratuities – Limited to an amount that is reasonable and customary and not to exceed 20%. **PLEASE NOTE:** Check all restaurant and hotel meal charges carefully as some will include gratuity. If you add an additional tip, it **will not** be reimbursed.
- Fees for checked luggage – Receipt from airline must be included with claim.
- Taxi/bus/subway – The cost of PASS business-related travel within a city via taxi or other local transportation (including tip) will be reimbursed by PASS. This reimbursement will be made only when proper receipts are submitted. It is required, where possible, that members or employees share taxis to reduce the expense.
- Telephone/fax/Internet – PASS will reimburse a member or employee for the reasonable and customary cost of telephone calls/faxes/Internet connections while traveling. An original receipt must be attached to the voucher for each expense submitted.

Common Items That ARE NOT Reimbursable

- Alcohol (unless with a meal and limited to a maximum of two (2) drinks at a total cost not to exceed \$15)
- First class/business class travel
- ATM fees
- Annual credit card fees
- Late fees
- Laundry/valet services – Please Note: Occasionally a member or employee may be asked to travel for an extended period of time. In this instance and at the discretion of the national vice president/CFO, laundry/valet service may be approved **prior to incurring the expense**.
- Entertainment expenses (movies, health club fees, etc.)

Please Note: This policy does not represent every situation or circumstance. If you have questions or are unsure about an expense you are about to incur, please contact the appropriate PASS official prior to making the purchase.

It is suggested that you make copies of everything you send. We cannot be responsible for lost forms and receipts.

See Pages 6-8 for “Policy for Reimbursement of Chapter Expenses”



PASS Policy for Reimbursement of Chapter Expenses

ANY PURCHASE OR EXPENDITURE MADE WITH CHAPTER FUNDS **MUST** BE FOR THE BENEFIT OF THE CHAPTER AND MUST BE DIRECTLY RELATED TO OFFICIAL UNION BUSINESS. AS DESCRIBED BELOW, SIGNIFICANT PURCHASES OR EXPENSES MUST BE APPROVED IN ADVANCE.

Before spending funds, always ask the question: “Does it benefit PASS?”

The following examples will help you identify appropriate chapter expenses and show you how to submit proper reimbursement requests. **Use these in conjunction with “PASS Policy for Reimbursement of Expenses” on pages 1–5.**

The Department of Labor (DOL) guidelines in effect as of January 1, 2005, require additional processing of information at the PASS national office. Please ensure that a detailed explanation is provided for all reimbursements.

NOTE: Failure to include proper receipts and documentation will increase processing time and delay reimbursements.

Mail all reimbursements to:

PASS
Attn: Membership
1150 17th Street NW, Suite 702
Washington, DC 20036

General Policies

1) Chapter officers occupy an important position in PASS and, together with PASS’s national and regional officers, are responsible for spending PASS funds in a responsible, prudent and reasonable manner for the sole and exclusive benefit of PASS and PASS members. A high level of care must be taken to ensure that all expenses are reasonable and prudent under the circumstances. Expensive hotels and meals, last-minute travel tickets and other similar expenses are not consistent with the degree of care that is required when expending union funds and may cause reimbursement of the expense to be denied. When in doubt, always consult with the national vice president/CFO **prior** to incurring the expense.

2) All chapter expenses must be submitted on a “Chapter Reimbursement Form.” All information requested, including a mailing address and a contact number, must be provided. The description field must fully explain the expense.

- For example, “Flowers for funeral” is not specific and provides no detail. However, “Flowers for member John Doe’s funeral” identifies the expense (flowers) and provides the details that show it is chapter related (member John Doe’s funeral).
- Likewise, “Chapter meeting” provides no specifics. But, “Chapter meeting attended by: Jane Doe, John Doe, etc. Business discussed: FLSA, future legislative training, and upcoming convention” identifies the expense (chapter meeting) and lists attendees and business discussed, which shows that the meeting was chapter related and benefits the chapter.

3) All requests for reimbursement **must be signed and approved** by either the chapter president or vice president. **DO NOT** forward chapter reimbursement requests to your RVP for approval.

4) All requests for reimbursement – including those for travel – must be submitted within 30 days after incurring the expense. Occasionally, extenuating circumstances may prevent you from submitting a request within 30 days. In these rare instances, you must note the reason for the untimely submission on the expense voucher. Please keep in mind that due to accounting requirements, all prior-year reimbursement requests must be received at the PASS national office by January 15 of the following year.

5) If any portion of a reimbursement is denied, PASS will reimburse the allowable expense(s) and inform you as to why that portion was disallowed.

6) When a chapter plans to incur substantial travel/hotel expenses for a meeting or other event, pre-approval by the PASS national vice president/CFO is required prior to incurring the expense.

Common Allowable Chapter Expenses

➤ **Food and Beverage for Chapter Functions**

To meet Department of Labor guidelines, we are required to have:

- A list of all of the attendees at the function (a sign-in list may be attached).
- The general nature of the business discussed during the meeting (if the function is a chapter meeting, the minutes from the meeting will satisfy this requirement).
- A detailed receipt of the food/beverage(s) purchased. A maximum of two (2) alcoholic beverages will be reimbursed at a total cost not to exceed \$15 per member and only when part of a meal. *PASS will not reimburse alcohol purchased separately from a meal.*

➤ **Flowers/Plaques**

A description of the item (flowers, fruit basket, plaque, etc.), the event (death, illness, retirement, etc.), and the name of the recipient and his/her relationship to PASS must be provided. Cost per item not to exceed \$75.

➤ **AFL-CIO Dues (State Federation or Local Council)**

The claim for reimbursement must include the receipt for the dues payment and the name of the state or council, per capita rate, chapter number of each chapter affiliated and the total number of members the affiliation covers.

➤ **Supplies**

Office supplies are considered a routine expense provided they are purchased and used for official chapter use only. Receipts must include a description of the item(s).

➤ **Postage**

Postage is considered a routine expense provided it is used for official union business only. A description of how the postage is or will be used (ballot mailing, membership update letter, etc.) must be included.

➤ **PASS Items/Memorabilia**

PASS items and memorabilia may be purchased for your chapter at the chapter's discretion, but the quantity and cost of the items should be reasonable and not excessive. It is advisable to confirm you have sufficient chapter funds before making large purchases. The receipt must include an itemized list of the merchandise purchased.

➤ **Office Equipment**

Before purchasing computers, printers, faxes or other office equipment, please call the PASS national vice president/CFO to obtain approval for the expenditure and to verify there are sufficient chapter funds to cover the expenditure. When submitting your reimbursement request, you must provide the serial number and a description of the equipment for inventory purposes. Reimbursements will not be made without this information. Any equipment purchased is to be used for official union business only and is the property of PASS. When equipment breaks or becomes obsolete, contact the PASS national office, which will make the determination on a case-by-case basis as to how to handle disposal. The PASS national office must be notified before any equipment can be sold, disposed of, traded or donated. Contact the national office prior to doing anything in case it is necessary to ship broken or damaged equipment to the national office.

Common Items That Are NOT Allowable

This list includes common expenses that are not allowable; however, it is not to be considered a complete list. Please call the PASS national vice president/CFO for guidance prior to incurring the expense.

- Entertainment (movies, health club fees, etc.)
- Alcoholic beverages (unless with a meal and limited to a maximum of two (2) drinks at a total cost not to exceed \$15)
- Cash awards (including gift certificates)
- Member dues
- PASS PAC contributions
- Sponsorships
- ATM fees
- Late fees
- Credit card interest or annual fees
- Laundry or valet services
- Charitable donations
- Expenses for spouses/guests

See Pages 1–5 for Details on Travel Expense Policy

Final Notes

* Expenses for what is primarily a social event or party **ARE NOT** reimbursable. Only expenses to conduct legitimate chapter business are acceptable for reimbursement.

* Make every attempt to purchase UNION-made goods from union businesses and to use union hotels for meetings and travel.

* The intent of chapter meetings and expenses is to build on solidarity. Chapter meetings should include membership drives and activities to increase community involvement. Chapter funds should be used to build and strengthen the union from a grassroots level.