

## Attendance and Reimbursement Policy for Informational Meetings

1. The International Union, UAW invites the following: Presidents, Vice Presidents, Financial Secretaries Treasurers, Recording Secretaries, Committee Chairpersons, Unit Chairpersons, Shop Committees, all District Committee Members and all Internationally Appointed Local Representatives including the Health Care Initiative Representatives. **This does not include alternates.** Only the above named will be paid for by the International Union, UAW.
2. Actual straight time – lost time is not to exceed eight (8) hours in any one day, no overtime. The Local Union will be reimbursed for the employer portion of FICA/Medicare taxes on lost time wages. This amount is calculated as total gross wages x 7.65%.
3. Air travel at the lowest available airfare, or mileage at a rate of \$0.655 per mile within a radius of 300 miles for the actual driver only (carpooling is encouraged).
4. Actual hotel expense for one (1) or two (2) nights, depending on the meeting each delegate is invited to attend.
5. Actual ground transportation expense from the airport (shuttle, taxi, or ride share (Uber or Lyft with 20% max tip).
6. Actual parking at airport.
7. Delegates traveling over 100 miles each way will be entitled to an out-of town allowance of fifty-five dollars (\$55) with a hotel bill, plus twenty-five dollars (\$25) on the return day.
8. Delegates traveling outside a radius of 100 miles from their local union, who do not stay overnight will receive twenty-five dollars (\$25) expense allowance for the day.
9. In all cases, the rules in paying International Representatives will be the criteria.
10. The Statement of Expenses form must be submitted to your Regional Director for approval.

