

# Los Angeles College Faculty Guild, AFT1521 Expense Reimbursement Request



Name/Vendor (checks should be made payable to): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Campus/Guild: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of expenditure: \_\_\_\_\_

If you have any questions about expenditures you may incur in the course of your work for the Guild, check with Robert Salazar, [rsalazar@aft1521.org](mailto:rsalazar@aft1521.org) (323-851-1521) or Treasurer, Sharon Hendricks, [sharonaft1521@gmail.com](mailto:sharonaft1521@gmail.com)  
Reimbursement checks to be issued within 30 days of proper submission.

To comply with IRS rules on reimbursement documentation

- Reimbursement requests should be submitted within 90 days.
- All expenses require receipts, invoices, bills, contracts, and/or event announcement or email, either scanned or original. If original, receipts should be attached on a separate 8x11 paper to be scanned (tape is good; staples break our scanner)

Airfare/Ground Transportation*1	\$
Communications: Tel & Wifi	\$
Chapter Meeting Expenses	\$
Conference/Workshops	\$
Lodging	\$
Lodging Tips: Housekeeping/Porters*2	
Meals*3	\$
Mileage 2018 (Standard IRS rate@ <b>\$0.545</b> (miles 2018) (To and from the Guild) *4	\$
Miscellaneous	\$
Parking	\$
Supplies	\$
Taxis/Shuttles/ Ride Share /Public Transport	\$
<b>TOTAL EXPENSES CLAIMED REIMBURSEMENT:</b>	

- \*1 Airfare should be purchased at least 18 days in advance of the meeting, when practicable, with the least expensive way. Alternative ground transportation options include car rental and gas, or mileage reimbursement.
- \*2 Lodging tips do not require receipts (*but only up to \$10.00/day*).
- \*3 Meal receipts must include details of all items ordered, tip, and final payment (and not just the total amount). Receipts must include the number in party, names, and reason for meeting if submitting for more than self (or include event flyer). Alcohol is not reimbursed.
- \*4 When pre-approved, reimbursement for mileage is at the current IRS rate from the Guild to and from airport, station or meeting. Unless pre arranged otherwise.

To the best of my knowledge, the claims above are the correct and actual expenses incurred for the LA College Faculty Guild, AFT1521.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PURPOSE (Budget Categories)

### OPERATIONAL

- Telephone / Internet
- Equipment
- Printing
- Supplies (Office)
- Postage

### ORGANIZATIONAL

- AFT Convention
- CFT Convention
- Other AFT
- Other CFT events
- Outside Conferences
- Federal/State Hearings
- Member Education
- Ben/Retire Seminar
- Faculty Retreat
- Good & Welfare
- MERF
- Scholarships
- D. Huerta Institute
- Negotiations
- Union Elections

- Chapters
- Staff Development

### BUILDING

- Building Corp.
- Property taxes
- Insurance
- Custodial
- Gardener
- Pest Control
- Trash Collection
- Security
- Utilities
- Repairs
- Tech/Security Overhaul
- Refurbishment

### PER CAPITAS

- AFT
- CFT
- CFL
- LACFL
- Other Affiliations

- Member insurance

### PERSONNEL

- Workers' Comp.
- Salaries-Prof.
- Salaries-Clerical
- Employee expense
- Payroll taxes
- Employee benefits

### SERVICES

- Outside audit
- Legal
- Arbitrations
- Accounting
- Communications

### ADVOCACY

- Elections
- LA Labor Fund
- McCallum Group
- Intern Program
- Strategic Campaign